

# Broward Community College



*Opening doors to a brighter future*



**2002 - 2003  
Student Handbook & Planner**

# From the President:



## BROWARD COMMUNITY COLLEGE

*Opening doors to a brighter future*

Office of the President • District Administration • (954) 201-7401 • Fax (954) 201-7357

DISTRICT ADMINISTRATION/  
DOWNTOWN CENTER  
111 East Las Olas Blvd  
Fort Lauderdale, FL 33301

A. HUGH ADAMS  
CENTRAL CAMPUS  
3501 S.W. Davie Road  
Davie, FL 33314

NORTH CAMPUS  
1090 Coconut Creek Blvd  
Coconut Creek, FL 33066

JUDSON A. SAMUELS  
SOUTH CAMPUS  
7200 Hollywood/Pines Blvd  
Pembroke Pines, FL 33024

INSTITUTE FOR  
ECONOMIC DEVELOPMENT  
1515 W. Commercial Blvd.  
Fort Lauderdale, FL 33309

PINES CENTER  
16957 Sheridan St  
Pembroke Pines, FL 33331

MIRAMAR CENTER  
7451 Riviera Blvd.  
Miramar, FL 33023

TIGERTAIL LAKE CENTER  
280 Gulfstream Blvd  
Dania Beach, FL 33004

Dear Student:

Welcome to Broward Community College! We are very pleased that you have selected our College to help you reach your goals and we will work hard to convince you that you made the right choice.

Broward Community College is a dynamic institution with a proven performance record over more than 40 years. Our campuses offer programs for those students planning to transfer to upper-division institutions, for others who plan to pursue and continue careers in this area, and for those seeking personal enrichment or professional improvement. We have gained a national reputation as a leading community college serving the diverse higher education needs of Broward County.

Broward Community College is a teaching institution, and your individual learning is our most important concern. We encourage you to call on us to help you achieve your educational goals. Please make sure that you use the resources available to you as a student at BCC. We want you to succeed.

On behalf of the entire College family, let me extend a most cordial welcome. Together, we can help you make the most of your career opportunities. I look forward to seeing you on campus.

Sincerely,

Willis Holcombe  
President



[www.broward.edu](http://www.broward.edu)

"AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION"

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## Mission Statement

The mission of Broward Community College is to provide high quality educational programs and services that are affordable and accessible to a diverse community of learners. Supported by the Board of Trustees and the community, a dedicated faculty and staff fulfills this mission through its commitment to student achievement, lifelong learning, academic excellence, and the use of current technology.

## Board of Trustees



Left to Right: Lourdes Garrido (Vice Chair),  
Georgette Sosa Douglass, Cheryl Krause, Levi Williams (Chair),  
Paul Anderson

## Presidential Staff

The following notes are in addition to the Presidential Staff pictures on page 3. Pictures were unavailable at time of printing of the Student Handbook.

**North Campus Provost - Dr. Carolane Williams - 201-2202**

**VP for Development - Edith Pearson - 201-7414**

The position of VP for Administration and Finance is vacant as of printing.

# Presidential Staff



Assistant to President for  
Government Relations  
Barbara Phippen  
201-7410



President  
Dr. Willis Holcombe  
201-7409



VP for Academic Affairs  
Dr. Eileen Holden  
201-7426



VP for Student Affairs  
Robert Cabello  
201-7486



VP for Facilities  
& College Services  
C.A. Stallworth  
201-7407



Downtown Center  
Administrator  
Dr. Linda Liberman  
201-7402



South Campus Provost  
Dr. Mont Smith  
201-8800



Central Campus  
Provost Interim  
Dr. Lois Bolton  
201-6510



Provost for the Health  
& Sciences Education  
VP for Technical Education  
Dr. Wanda Thomas  
201-6767



Director of Research  
& Planning  
Dr. Ted Wright  
201-7482

# Campus Directory

## NORTH CAMPUS

Provost	Dr. Carolane Williams	201-2202	Bldg. 49-200
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### Deans:

Academic Affairs	Dr. Hettie Williams	201-2230	Bldg. 47-201
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Business Affairs	Dr. Ed Henn	201-2402	Bldg. 49-201
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Student Affairs	Peter Barbatis	201-2300	Bldg. 46-219
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Academic Advisement	201-2305	Library	201-2253
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Admissions	201-2240	Mathematics Department	201-2283
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BCC Emergency Hotline	201-4900	Math Lab	201-2391
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Bookstore	201-2224	Mentor Program	201-2367
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Business Administration	201-2365	Omni Auditorium	201-2249
-------------------------	----------	-----------------	----------

Cashiers Office	201-2213	Open College	201-6564
-----------------	----------	--------------	----------

Career Center	201-2272	PAR Phone Registration	201-3660
---------------	----------	------------------------	----------

Communications	201-2370	Reading Lab	201-2392
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Computer Lab	201-2255	Registration	201-2245
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Continuing Education	201-2204	Science Department	201-2284
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Counseling Center	201-2305	Security	201-2229
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Disabilities Services	201-2313	Soc./Behavioral Sciences	201-2263
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English Department	201-2385	Student Affairs	201-2300
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Financial Services	201-2330	Student Government	201-2461
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Foreign Services Lab	201-2370	Student Life	201-2325
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Honors Institute	201-2236	Student Success	201-2367
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International Affairs	201-2207	Veterans Affairs	201-2330
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Intramural Sports	201-2437	Weekend College	201-6564
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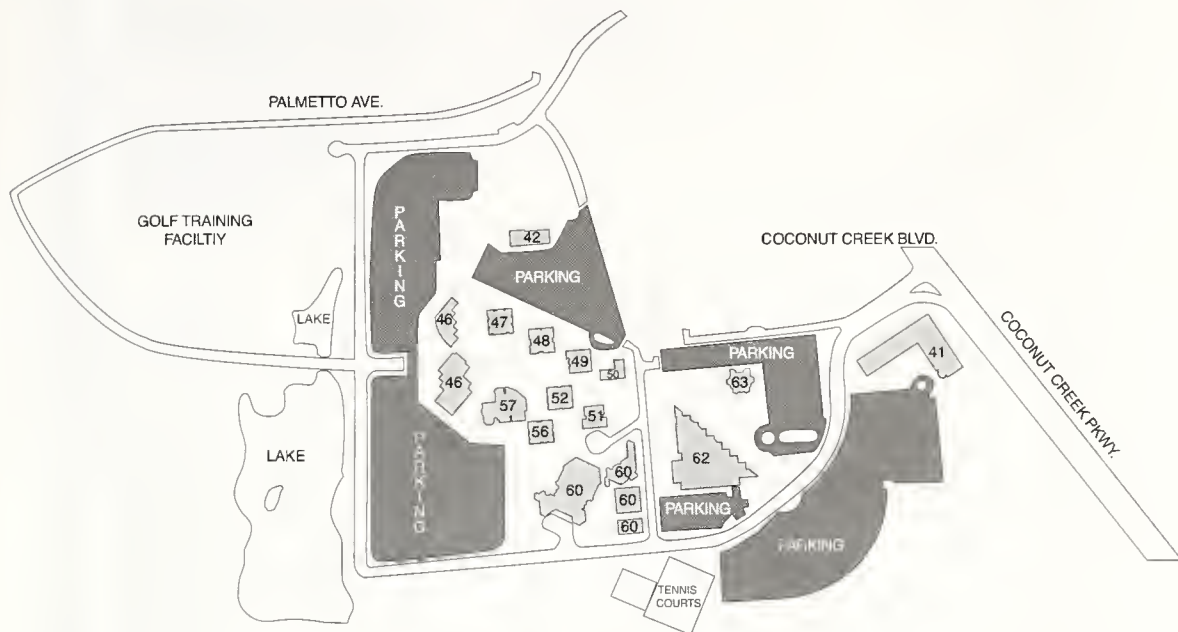
Job Placement	201-2282	Wellness Edu./Athletics	201-2431
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Learning Resources	201-2260	Writing Lab	201-2279
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# Campus Map

## NORTH CAMPUS

1000 Coconut Creek Boulevard  
Coconut Creek, FL 33066



### Bldg. #

- 41 Health Science
- 42 Central Utility Plant
- 46 Student Services
- 47 Occupational Classroom
- 48 Computer Science/  
Electronics/  
Engineering (Fall '02)
- 49 Administration Building

### Bldg. #

- 50 Engineering Technology
- 51 Business Administration
- 52 Fine Arts
- 56 Behavioral Science
- 57 Math/Science Bldg.
- 60 Omni Building
- 62 Day Care - Little Learners  
College



# Campus Directory

## CENTRAL CAMPUS

Provost	Dr. Lois Bolton	201-6510	Bldg. 1-157
<b>Deans:</b>			
Academic Affairs	Dr. Kenneth Ross	201-6513	Bldg. 1-165
Business Affairs	Dr. John Stancil	201-6624	Bldg. 1-115
Student Affairs	Dr. Carol Ross-Black	201-6522	Bldg. 19-123
Admissions	201-6800	International Affairs	201-6528
Bailey Hall	201-6884	Learning Resources	201-6660
BCC Emergency Hotline	201-4900	Library	201-6648
Behavioral Sciences	201-6726	Mathematics Department	201-6692
Bookstore	201-6830	Math Lab	201-6645
Business Administration	201-6710	Mentor Program	201-6584
Campus Safety	201-6626	Open College	201-6564
Career Center	201-6612	PAR Phone Registration	201-3660
Cashiers Office	201-6545	Performing Arts	201-6840
Communications Dept.	201-6558	Planetarium	201-6681
Computer Lab	201-6715	Reading Lab	201-6424
Computer Science Dept.	201-6683	Registration	201-6865
Continuing Education	201-6960	Security	201-6626
Disabilities Services	201-6527	Social Sciences	201-6630
English Department	201-6637	Student Affairs	201-6522
ESL/Reading/SLS Dept.	201-6427	Student Government	201-6846
Financial Services	201-6573	Student Life	201-6756
Foreign Services Lab	201-6558	Student Success	201-6524
Honors Institute	201-6613	Veterans Affairs	201-6573
Institute of Public Safety	201-6803	Weekend College	201-6564
Intramural Sports	201-6434	Wellness/Natural Sciences	201-6674
		Writing Lab	201-6596

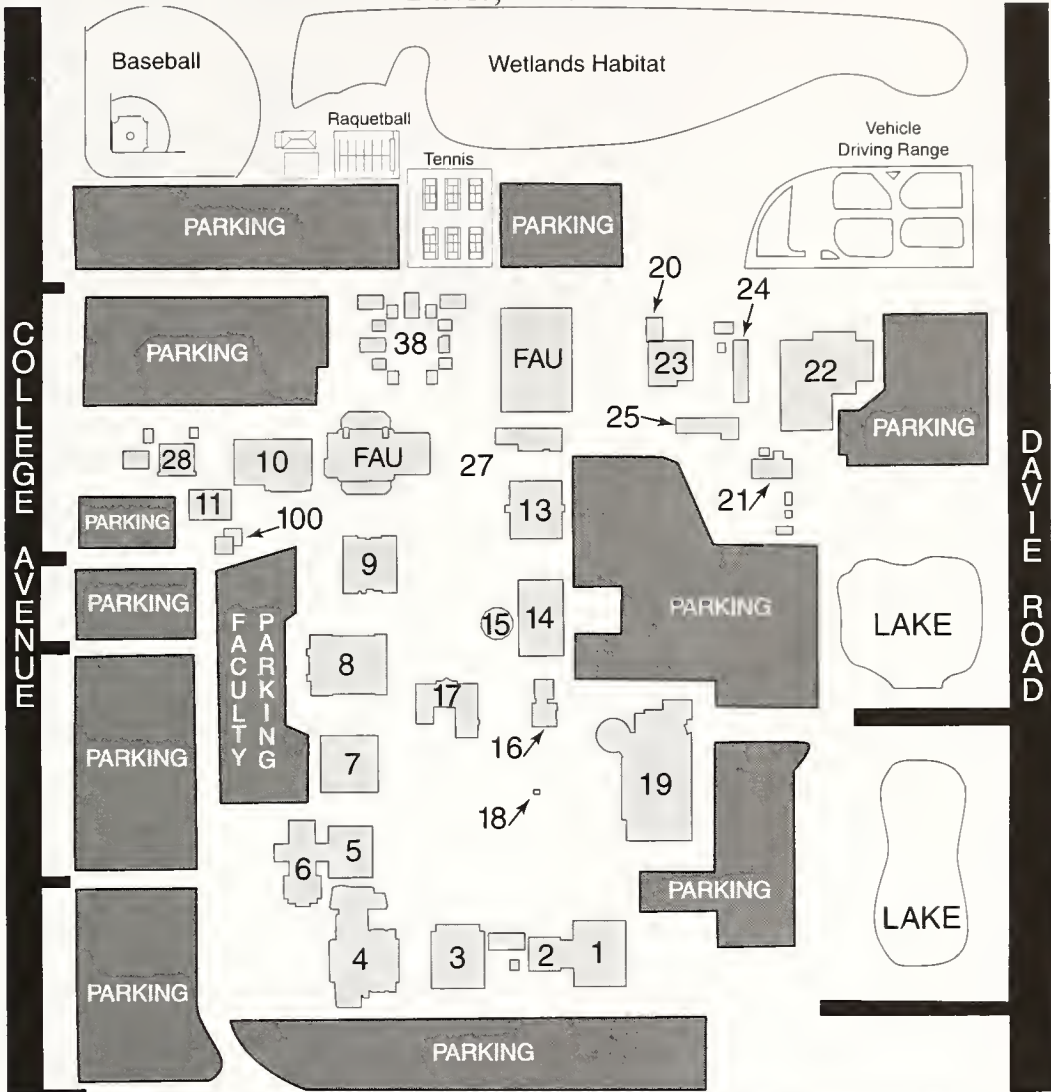


# Campus Map

## CENTRAL CAMPUS

3501 SW Davie Road

Davie, FL 33314



1. Administration Bldg
2. Reading/ESL/Communications
3. Fine Arts
4. Bailey Concert Hall/Visual Performing Arts
5. Chester Handleman Hall
6. Math/English Departments
7. Classrooms
8. Health Services
9. Business Administration/MFL
10. Gymnasium
11. Men's Locker Room
12. FAU College of Liberal Arts
13. Engineering/Computer Science

Parking is patrolled 24/7

14. Science
15. Science Rotunda
16. Buehler Planetarium
17. University College Library
18. Bookstore
19. Student Services & Cafeteria
20. Bookstore Administration
21. Horticulture
22. Criminal Justice I
23. Aquatic Complex
35. Observatory

# Campus Directory

## SOUTH CAMPUS

Provost	Dr. Mont Smith	201-8800	Bldg. 71-208A
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### Deans:

Academic Affairs	Dr. Melba Ramos	201-8888	Bldg. 71-210A
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Business Affairs	Albert Smith	201-8001	Bldg. 71-202
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Student Affairs	Dr. Deborah Sloan	201-8903	Bldg. 68-207
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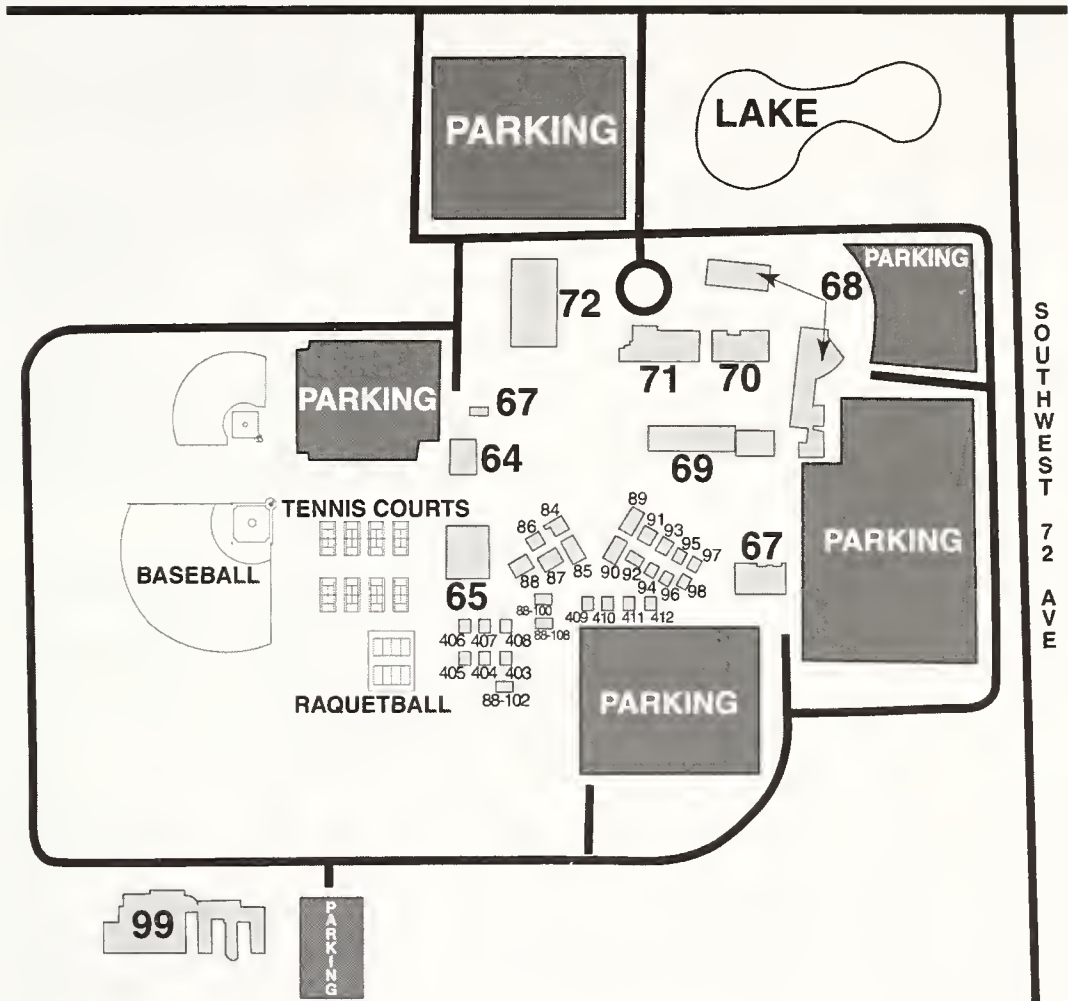
Academic Advisement	201-8875	Learning Resources	201-8909
Admissions	201-8838	Library	201-8825
Automotive Technology	201-8885	Mathematics Department	201-8920
Aviation Institute	201-8077	Math Lab	201-8909
BCC Emergency Hotline	201-4900	Mentor Program	201-8857
Bookstore	201-8805	The Observer	201-8877
Business Administration	201-8933	Office Systems & Tech	201-8841
Cashiers Office	201-8830	Open College	201-6564
Career Center	201-8865	P'an Ku	201-8044
Communications	201-8201	PAR Phone Registration	201-3660
Computer Lab	201-8887	Reading Lab	201-8909
Continuing Education	201-8815	Registration	201-8835
Counseling Center	201-8876	Science/Wellness Dept.	201-8965
Disabilities Services	201-8913	Safety	201-8970
English Department	201-8904	Soc./Behavioral Sciences	201-8810
Financial Services	201-8846	Student Affairs	201-8903
Foreign Services Lab	201-8909	Student Government	201-8941
Honors Institute	201-8873	Student Life	201-8201
International Students	201-8991	Student Success	201-8094
Intramural Sports	201-8201	Veterans Affairs	201-8868
Job Service	201-8866	Weekend College	201-6564

# Campus Map

## SOUTH CAMPUS

7200 Hollywood /Pines Boulevard  
Pembroke Pines, FL, 33024

PINES BLVD. - WEST HOLLYWOOD BLVD.



Admin/Provost	401-402
Aviation	99
Bookstore	67
Classroom Bldg.	69
Classroom Modulares	74-98
Classroom Trailers	403-412
Library/Learning Resources	72
Science/Computer Labs	70
Student Services	68
Wellness Center	65



# Campus Directory

## PINES CENTER

Director	Dr. Jeff Allbritten	201-3610	Bldg. 100-126
Student Affairs Coordinator	Janice Stubbs	201-3603	Bldg. 100-127
Operations Coordinator	Myrna Bomser	201-3610	Bldg. 100-124
Cashier/Admissions & Registration	Georgina Rojas	201-3605	Bldg. 100
Security/Reception		201-3601	Bldg. 100-102
Advisor/Admissions & Registration	Kim Beitz	201-3606	Bldg. 100-111
Continuing Education	Barbara Cipriano	201-3609	Bldg. 100-119
Learning Resources (located in SW Library)		201-3616	Bldg. 102-148
Bookstore	Bonnie Gobey	201-3604	Bldg. 101-101

## DOWNTOWN CENTER

Downtown Center Administrator	Dr. Linda Liberman	201-7402	Bldg. 33-407
Director of Instructional Programs	Kenneth Williams	201-7318	Bldg. 33-420
Student Affairs Director	Maier Goldberg	201-7420	Bldg. 33-119
Academic Advisement	201-7491		
Admissions	201-7465	Learning Resources	201-7595
BCC Emergency Hotline	201-4900	Mentor Program	201-7327
Bookstore	201-5204	PAR Phone Registration	201-3660
Cashiers Office	201-7418	Registration	201-7465
Computer Lab	201-7595	Security	201-7419
Disabilities Services	201-7555	Student Affairs	201-7491
Financial Services	201-7580	Student Life	201-7420

# Campus Directory

## CENTER FOR HEALTH SCIENCE

Provost	Dr. Wanda Thomas	201-6767	Bldg.	8-138
Continuing Education - Central		201-6768	Bldg.	8-137A
Admissions -Health Science - Central				
Program Information		201-6780	Bldg.	8-102B
Application Processing		201-6782	Bldg.	8-101B
Scholarships				
Healthcare Corporation of America (HCA)		201-2081	Bldg.	41-111
Memorial Health Care System		201-8852	Bldg.	90-108
North Broward Hospital District		201-6899	Bldg.	8-133A
Academic Departments/Programs				
Cardiovascular Technology - North		201-2085	Bldg.	41-114
Dental Assisting/ Dental Hygiene - Central		201-6904	Bldg.	8-132
Diagnostic Medical Sonography - North		201-2089	Bldg.	41-139
Emergency Medical Services - Central, North		201-6920	Bldg.	8-127
Health Information Management - North		201-2084	Bldg.	41-118
Health Services Management - Central		201-6904	Bldg.	8-132
Massage Therapy - North		201-2074	Bldg.	41-110
Medical Assisting - Central		201-6906	Bldg.	8-134
Nuclear Medicine - North		201-2083	Bldg.	41-137
Nursing- RN				
	Central	201-6851	Bldg.	8-101
	North	201-2350	Bldg.	41-104
	South	201-8850	Bldg.	90-101
Physical Therapist Assistant - North		201-2086	Bldg.	41-120
Radiation Therapy - North		201-2352	Bldg.	41-123
Radiography - Central		201-6917	Bldg.	8-135
Respiratory Care - North		201-2082	Bldg.	41-138
Vision Care - North		201-2017	Bldg.	41-112

# Student Affairs

Broward Community College welcomes you and hopes that you will use your time, talents, and efforts while here to become successful in all your endeavors. The Student Affairs staff, faculty, and administration will help you to develop and achieve your goals. Student Affairs has unique services and functions to provide students with a total package of information, assistance, and enrichment. The following people are available to help you enjoy your highest degree of success.

## Student Affairs Administration

Robert Cabello

Vice President for Student Affairs

District Administrative Offices, 12th Floor

201-7486

Peter Barbatis

Dean of Student Affairs

North Campus

Bldg. 46-219

201-2300

Barbara J. Bryan

Associate Vice President for

Student Affairs/College Registrar

Downtown Center

Bldg. 31-1st Floor

201-7471

Marcia Conliffe

Director of Student Financial

Services

Downtown Center

Bldg. 31-1st Floor

201-6575

Neil Cohen

Director of Student Affairs,

Programs, Services and Organizations

Downtown Center

Bldg. 31-2nd Floor

201-7325

Maier Goldberg

Director of Student Affairs

Downtown Center

Bldg. 31-127

201-7420

Dr. Silvia Patricia Husain

Director of Enrollment Management

Central Campus

Bldg. 19-130

201-6358

Jean McCormick

Director of Student Affairs, Planning

& Disability Services

Downtown Center

Bldg. 31-330

201-7555

Dr. Carol Ross-Black

Dean of Student Affairs

Central Campus

Bldg. 19-127

201-6522

Dr. Deborah Sloan

Dean of Student Affairs

South Campus

Bldg. 68-207

201-2300

Kenneth G. Stevenson

Interim Director of Enrollment

Management

Downtown Center

Bldg. 33-118

201-7375

Janice Stubbs

Coordinator of Student Affairs

Pines Center

Bldg. 100-127

201-3603



# Academic Advisement

Take advantage of the services, staff, and resources available for your benefit. Our doors are open to stop by for information, advice, and help in making academic, and career decisions. Academic advisement is available to all students. Academic advisors and counselors help students develop an educational plan and term course schedule, assess their progress as they continue their studies and effectively use campus services. Counselors also help students explore their attitudes and interests as they relate to their academic, social and emotional life.

Contact Academic Advisement on each campus:

<b>Central</b>	<b>North</b>	<b>Downtown Cntr</b>	<b>South</b>	<b>Pines Cntr</b>
Elena Starson 201-6528	Frank Kurz 201-2319	Maier Goldberg 201-7420	Deborah Sloan 201-8938	Janice Stubbs 201-3603

## **International Student Advisement & Immigration**

Susan Greive Brown	201-7468	Ruben Valido	201-7467
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# Counseling Center

The Counseling Center provides opportunities for students to grow as individuals, and helps them to explore their attitudes and interests as they relate to their academic, social and emotional life. Career exploration and personal counseling are available to students at no charge. The counselors are sensitive to the needs of a diverse population and invite you to take advantage of their services. To make an appointment with the Counseling Center, call the Advisement office on your campus. You can reach North Campus at 201-2305, Central Campus at 201-6528, South Campus at 201-8875, or the Downtown Center at 201-7491.

# Office of Student Success

The Office of Student Success is committed to increasing student success through developing programs and activities to assist students in setting and achieving their academic goals. Services include career, academic and personal counseling, individualized plans for success, tutoring, college survival seminars/workshops, work study placement and other services to enhance success. The office promotes a caring and nurturing environment that allows students to discuss their academic and personal concerns with a friendly and supportive staff.

Contact the office on your campus for more information:

<b>North</b>	<b>Central</b>	<b>South</b>	<b>Downtown Cntr</b>
Greta Jackson 201-2310	Elena Starson 201-6524	Clive Scott 201-8994	Doris Butler 201-7491

# The Mentor Program

The Mentor Program promotes the achievement of a quality education while providing a nurturing environment that helps students reach their full potential. The program offers several support services which include:

- ◆ Academic Advising
- ◆ Mentor/Mentee Pairing
- ◆ Free Tutoring
- ◆ Success Skills and Personal Growth Workshops
- ◆ University Transfer Information
- ◆ Scholarship Information/Computerized Scholarship Locations
- ◆ Referrals made for Counseling, Career Services, and Financial Services

For more information, contact the Mentor Program office on your campus:

<b>North Campus</b>	<b>Central Campus</b>	<b>Downtown Center</b>	<b>South Campus</b>
Bldg. 46-220 201-2353	Bldg. 19-240 201-6584	Bldg. 33-107 201-7420	Bldg. 68-204 201-8857

## Disability Services

As an Equal Access/Equal Opportunity Institution, Broward Community College assures students with disabilities equal access to all college programs, activities and services. Individuals who plan to attend BCC should contact the Disability Services Specialist on the campus they plan to attend. The Disability Services Specialists will inform students about laws protecting qualified individuals with disabilities, as well as identify for them the college personnel who assist in maintaining nondiscrimination policies. In addition, they will facilitate the provision of appropriate accommodations based upon documented individual needs.

Some of the services available are note-taking, specialized testing, sign language interpreters, readers, scribes, tutoring, and use of assistive hardware and software. In addition, other specialized equipment is available to assist students with disabilities in pursuing their academic objectives. In order to avail oneself of the special services, a student must register with the office of Disability Services on their campus and provide the Specialist with recent documentation of their disability. Students receiving assistance from Vocational Rehabilitation or Division of Blind Services are required to apply for financial assistance at Broward Community College. For more information contact the Disability Services Specialist on your campus:

<b>North Campus</b>		<b>South Campus</b>
Bldg. 46-225 201-2313		Bldg. 68-226 201-8913
<b>Central Campus</b>	<b>College Wide</b>	<b>Downtown Center</b>
Bldg. 19-116 v-y 201-6527	<b>Deaf Services</b> 201-6446 ( TDD ) 201-6766 ( VOICE )	Bldg. 33-114 201-7517

# Student Financial Services

The Broward Community College Office of Student Financial Assistance is ready to assist you in funding your education. The goal of the financial aid office is to help students who can benefit from further education but cannot afford to attend school without financial support. Our office staff will guide you through the application process as well as assist you in completing all the required forms. Please feel free to visit any of our campus offices for further information.

Applications for financial aid must be submitted each year. In order to be considered for the maximum aid available, you must file your financial aid form by the priority deadline of May 15th. Further, the following deadlines apply:

<b>Term</b>	<b>Deadline</b>	<b>Awarded</b>
Fall	July 1	August 7
Winter	October 15	January 2
Summer	March 15	April 30

- ◆ How to apply including a direct link to the federal application
- ◆ Research available scholarships through different scholarship searches
- ◆ Student employment opportunities
- ◆ Required entrance and exit interviews

## Loans

Loans are financial assistance that must be repaid usually with interest in a specific time period. Often repayment is deferred while students are attending classes.

## Employment

Work-study programs at BCC provide part-time jobs on and off campus for students to enable them to earn part of their college expenses while gaining valuable experience. For on-campus employment, students work up to 20 hours a week. The off-campus employment program places students in areas of career interest.

## Scholarships

Scholarships are usually awarded to students who demonstrate academic excellence or exceptional talent or skills. Each scholarship has its own criteria, requires a separate application and does not require repayment. Information on scholarships can be found on our website.

## Grants

Grants are federal and state assisted programs that do not require repayment. This type of aid is generally awarded to individuals who demonstrate exceptional financial need. Federal grants include the Pell Grant, the Supplemental Education Opportunity Grant, and Florida Student Assistance Grant.



# Student Financial Services

## Veterans Affairs

Broward Community College is an approved site for training veterans for associates of arts degrees, associate of science degrees and some approved certificates. Veterans' advisors are available to answer questions and if necessary, refer the student to the Department of Veterans Affairs. There is literature available at all the Student Financial Services offices to further assist veterans.

## Return of Title IV Funds Policy

The Return of Title IV policy applies to any student who has withdrawn from all BCC classes in a term he/she is receiving any form of Title IV aid. This includes Pell Grant, Supplemental Opportunity Educational Grant, Stafford Loans both Subsidized and Unsubsidized. The Office of Student Financial Aid will apply the Federal Title IV formula to determine the percentage of funds that were "earned" for the portion of the term enrolled. If a student has received more aid than he/she is entitled to based on the date of withdrawal from classes, federal law requires that the student must repay the college within 45 days of notification or lose eligibility for future federal aid payments. Brochures are available from the Student Financial Services office that details the complete policy on the Return of Title IV funds.

**North Campus**  
Bldg. 46-210  
201-2330

**Central Campus**  
Bldg. 19-101  
201-6573

**South Campus**  
Bldg. 69-118  
201-8846

**Downtown Cntr**  
Bldg. 31-110D  
201-7580

## Student Life

The Student Life offices are located in Building 68 on South Campus, Building 46 on North Campus, the First Floor at the Downtown Center, and in Building 19 on Central Campus. Student Life provides students with a variety of extracurricular and co-curricular experiences. Generally, office hours are 9:00 AM to 4:00 PM, Monday through Friday. Evening and weekend office hours vary by campus. Please consult the office on your campus. Services provided by the Student Life offices may include bulletin boards, lost and found, game room, recreation equipment checkout and applications for new clubs and organizations. In addition, information is available on all clubs and organizations, leadership retreats, special events, and intramurals. All of these programs and services are available to any current student possessing a fee card. For more information, contact your local Student Life Coordinator.

**North Campus**  
Mareta Sizemore  
201-2325

**Central Campus**  
Liz Atchinson  
201-6967

**South Campus**  
Charles Lyle  
201-8997

**Downtown Cntr**  
Maier Goldberg  
201-7420

# Student ID Cards

It is the policy of Broward Community College that all students enrolled in degree and certificate programs and full-time and part-time employees must obtain and carry the BCC card. The BCC card is primarily used for identification, for using College services, such as the University/College Library and gaining access to various BCC facilities. The BCC card may be obtained in the Student Life area of each campus/center.

**North Campus**, Bldg. 46-149  
Mon - Thurs: 9:00AM - 7:00PM  
Fri: 9:00AM - 2:00PM

**Downtown Cntr**, 1st Floor  
Mon, Wed, & Thurs  
11:00AM - 4:00PM

**South Campus**, Bldg. 68-188  
Mon-Thurs: 9:00AM - 6:30PM  
Fri: 9:00AM - 2:00PM

**Central Campus**, Bldg. 19-106  
Mon-Thurs: 9 AM-1 & 2-7 PM  
Fri: 9 AM - 1 PM & 2-7 PM

## Student Organizations

The College encourages and promotes membership in a wide variety of student organizations representing the full spectrum of social, religious and political thought and action, as long as membership enhances the student's academic goals. In their efforts to recruit student members, organizations are required to disclose the following information upon the initial contact with prospective members:

- ◆ All financial costs associated with membership.
- ◆ The average number of hours per week members are expected to donate to organizational pursuits.
- ◆ The academic performance expectations of members.
- ◆ Any sponsorship or linkage with any organization outside the college and whether or not membership in other organizations is expected.
- ◆ The names and affiliations of all advisors who are not employed by Broward Community College.
- ◆ An explicit statement that the organization will not tolerate hazing or other prohibited activities defined in college policies.
- ◆ The organization must affirm that in harmony with the freedom of choice embodied in college policy, the organization will in no way force or coerce either

# Student Organizations

physically or emotionally in its solicitation for membership, or in the execution of its activities as a student organization at Broward Community College. All registered student organizations will be required to sign a statement of compliance.

Students enrolled at Broward Community College are free to join associations which promote their common interest, as long as:

- 1) The policies, purposes, and principles of the organization are consistent with the general philosophies and principles of free institutions in a democratic society.
- 2) Membership in the organization is open to all bonafide students at the College without respect to race, creed, or national origin.
- 3) A statement of purpose, constitution and bylaws containing criteria for membership, rules or procedures and a current list of officers are filed with the Campus Director of Student Life. The bylaws of every organization operating under the sanction of the College shall include the anti-hazing policy, rules, procedures and penalties of the college community.
- 4) The membership, policies and actions of the organizations are determined by vote of only those persons who hold bonafide membership in the College.
- 5) A full-time faculty, staff, or administrator is selected and agrees to serve as the organization's advisor.
- 6) The association, club or organization has registered as a student organization through appropriate administrative channels with the Campus Director of Student Life.
- 7) All extramural affiliations and associations of student organizations are stated explicitly in their petition and constitution and also in any written material or advertisements distributed by such student organizations.
- 8) Recruitment and membership policies and practices are free of deception, coercive tactics or mind control techniques.
- 9) A student must be currently enrolled, in good academic standing, and have a grade point average of at least 2.0 to participate in student organizations.



# Student Organizations

The College will ensure that students and student organizations remain free to examine and discuss all questions of interest to them and to express opinions publicly and privately. Organizations are free to invite and hear any person of their choosing provided:

- 1) They have funds in advance to defray expenses.
- 2) Reservations for facilities are made through appropriate channels.
- 3) The program is consistent with established policy as well as the contents of this document.

Organizations are free to support causes by orderly means (consistent with guidelines elsewhere in college policy) which do not disrupt the regular and essential operation of Broward Community College. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations, students, student organizations, and guest speakers represent their own views. The college neither sanctions nor endorses the expressions or viewpoints represented.

## ACCOUNTING CLUB

The purpose of the Accounting Club is to promote and expand the study of accounting at BCC. The student club shall encourage greater social and professional cooperation. Central Campus contact Alan Applebaum at 201-6889, Bldg. 9-133, or e-mail [aappleba@bcc.edu](mailto:aappleba@bcc.edu).

## AFRICAN-AMERICAN STUDENT UNION

The African-American Student Union (AASU) is a student organization which serves as a vehicle for developing unity among students of African descent at BCC. The primary purpose of this organization is to promote academically, enlighten politically, and motivate socially. AASU is a member of the Florida African-American Student Association, Inc., which is a state organization serving as the official voice of students of African descent in Florida colleges and universities. Although the organization primarily consists of students of African descent, membership is open to all students at the College. For further information regarding AASU, please call one of the following advisors:

### Central Campus

Donald Cleveland  
Bldg. 19-147  
201-6572

### South Campus

Rhonda Bobb  
Bldg. 72-136  
201-8909

### Downtown Cntr

Student Life  
201-7377  
201-7491

# Student Organizations

## ALPHA ETA RHO - ETA PHI CHAPTER

The International Aviation Fraternity is open to all college students, faculty and staff interested in aviation, as well as men and women enrolled in the college aviation program. For more information, contact Joe Hoffman at South Campus Aviation Institute (Bldg. 99), call 986-8074, or e-mail [jhoffman@broward.edu](mailto:jhoffman@broward.edu).

## ANTHROPOLOGY CLUB

Anyone who is currently a behavioral science major or has a genuine interest pertaining to the fields of Anthropology, Sociology, Religion, or Psychology is welcome to join. The club will be visiting museum exhibitions, investigating cultures, watching films or videos, and reading and discussing literature germane to all aspects of Anthropology. Meetings will be held Wednesday nights (place to be announced) twice a month. For more information, contact Mark Tromans at Central Campus Bldg. 1-146, call 201-6726, or e-mail [mtromans@broward.edu](mailto:mtromans@broward.edu).

## B.U.S.H.

B.U.S.H. is an active organization whose acronym defines the objective, "Better Understanding in the Study of Horticulture." Members include students, graduates, and people from the community. The low \$10 per year dues cover monthly general meetings, Sunday propagation and potting sessions, and sale days at BCC, Flamingo Botanical Garden and Holiday Park. The Friday night 7:30 meetings feature a speaker in some phase of horticulture or plant exploring, a great refreshment selection, and drawing. Funds help support local conservation projects, the BCC Landscape Technology program, and special club objectives. Best of all is the fun auction, given by the faculty and advisors, of plants both common and rare donated by club members. This is a very unusual club, so come join them for a laugh riot on the second Friday of each month. For more information, contact David McLean at 201-6677 or 201-0201, or e-mail [dmclean@broward.edu](mailto:dmclean@broward.edu).

## BCC COMPUTER CLUB

The Broward Community College North Campus Computer Club is an organization that is focused on the latest developments in the computer industry. It also provides its members with an assortment of activities, such as:

- Industry Related Guest Speakers
- Tutoring
- Career Opportunities
- Real-time Software Demonstrations
- Hardware Demonstrations
- Community Service
- Travel
- Social Events
- On-Campus Club Facilities

The BCC Computer Club's purpose is to provide education, assist the college

# Student Organizations

and community, and provide leadership. The club meets on alternate Fridays. For more information, contact Dr. Elwood Jones at 201-2324, e-mail [ejones@gw.broward.edu](mailto:ejones@gw.broward.edu), or visit [www.go.to/bccccc](http://www.go.to/bccccc).

## BEHAVIORAL SCIENCE CLUB

The Behavioral Science Club welcomes all students and encourages Behavioral Science majors or minors to join. This club works to give back to the community through service projects, as well as to aid their members in learning leadership skills. Attitude makes a difference in our behavior with our family, friends, and selves. With this, we try to make a difference in EVERYTHING we do. For more information, contact Dr. Lee Jones at North Campus Bldg. 56-111, call 201-2264, or e-mail [ljones@broward.edu](mailto:ljones@broward.edu).

## BLUE HAWKS

The Blue Hawks are the official host/hostesses for the North Campus. These students assist with orientation, registration, and recruitment activities. Selection for this group is held twice a year. For more information, contact Mareta Sizemore on North Campus at 201-2325, or e-mail [msizemore@broward.edu](mailto:msizemore@broward.edu).

## BRAIN BOWL

The 1999 Brain Bowl Team finished high in state rankings. The Brain Bowl is an intercollegiate academic competition on the community college level. Any student is welcome to try out for the team providing he/she has completed at least six semester hours at Broward Community College. Tryouts are held in the fall. For more information, contact Dr. Irmgard Bocchino on Central Campus at 201-6613, or e-mail [ibocchon@broward.edu](mailto:ibocchon@broward.edu).

## CLUB SCRAPBOOK

This club is for students interested in the hobby of scrapbooking. For more information, contact Trish Sullivan, South Campus at 201-8973, e-mail [bccscrappers@yahoo.com](mailto:bccscrappers@yahoo.com).

## CATHOLIC CLUB

Formerly known as The Newman Club, the Catholic Club at BCC welcomes all students, staff, and faculty who want to become informed about Catholicism, or who seek to live and grow in the Catholic faith. Through socials, faith-sharing activities, service to the community, retreats, informative gatherings, and cooperation with other BCC organizations, the members help each other to live Gospel-inspired lives. For more information, contact Susan Finnazzo at Central Campus Bldg. 14-117, or call 201-6964 or e-mail [sfinazzo@broward.edu](mailto:sfinazzo@broward.edu).



# **Student Organizations**

## **CHESS CLUB**

The Chess Club is open to beginners as well as advanced players. The club sponsors open and intercollegiate tournaments throughout the term. For more information, contact Vince Grosso at Central Campus Bldg. 6-245, call 201-6619, or e-mail [vgrosso@broward.edu](mailto:vgrosso@broward.edu), or contact Ken Ross at South Campus Bldg. 69-239, call 201-8820, or e-mail [kross@broward.edu](mailto:kross@broward.edu).

## **CLUB CARIBE**

The purpose of this club is to function as a social and educationally supportive student organization. Club Caribe meets informally to bring together various Caribbean cultures as a melting pot. This club is a source of information for students of Caribbean descent and is open to all BCC students. Meetings are held bimonthly. For more information, contact Karen Murphy at the DTC Registration/1st floor, call 201-7469, or e-mail [kmurphy@broward.edu](mailto:kmurphy@broward.edu).

## **DECA**

The Distributive Education Clubs of America's (**DEX-Delta Epsilon Chi**) primary objective is career development. It is comprised primarily of marketing, retailing, entrepreneurship and business students, but all are welcome. It is the largest BCC student organization in both membership and participation in competitions with students from other Florida colleges. For more information, contact Jack Sheeks at Central Campus Bldg. 9, call 201-6725, or e-mail [jsheeks@broward.edu](mailto:jsheeks@broward.edu); or Paul Ricker at North Campus Bldg. 51, call 201-2363, or e-mail [pricker@broward.edu](mailto:pricker@broward.edu).

## **DESI (DSO)**

The purpose of the DESI Student Organization is to preserve and increase awareness of South Asian heritage through the ideas of cultural and social awareness. Central Campus contact is Bonnie Levine-Berggran at 201-6671, Bldg. 1-118, or e-mail [bberggr@broward.edu](mailto:bberggr@broward.edu).

## **EDUCATIONAL TECHNOLOGY CLUB**

The Educational Technology Club is designed for students that are interested in including technology in their classrooms one day. For more information contact Dominique Charlotteaux at 201-8230, or [dcharlot@broward.edu](mailto:dcharlot@broward.edu).

## **EL CLUB HISPANO**

El Club Hispano is an informal social gathering of Downtown Center students

# Student Organizations

with the sole purpose of interacting, exchanging ideas and practicing Spanish in order to acquire a better knowledge of the Hispanic language and culture. Meetings are held monthly. For more information, contact Professora Claudia Sahagun at the DTC Spanish Department 4th Floor-Room 4, call 201-7581, or e-mail [csahagun@broward.edu](mailto:csahagun@broward.edu).

## ENGINEERING ASSOCIATION

The purpose of the Engineering Association is to serve as a vehicle to introduce students to engineering life. Central campus contact, Rolando Branly, 201-6676, Bldg 14-128, or e-mail [rbranly@broward.edu](mailto:rbranly@broward.edu).

## FLIGHT TEAM

In the fall, the Flying Seahawks compete against teams from colleges and universities in the Southeastern U.S.A. belonging to N.I.F.A. (National Intercollegiate Flying Association). The events include aircraft recognition, precise simulator flying, flight computer calculations, accuracy landings and cross-country flight. Team members must be members of Alpha Eta Rho. BCC is one of the few community colleges to have won a national tournament. For more information, contact Joe Hoffman at South Campus Bldg. 99, call 986-8074, or e-mail [jhoffman@broward.edu](mailto:jhoffman@broward.edu).

## THE FOURTH WALL

The Fourth Wall is a theatre club open to students interested in theatre at BCC. The members provide avid support to the Department of Visual and Performing Arts on Central Campus. There are certain standards to be met in order to join the club. The members focus on providing a professional outreach for theatre students. They host workshops, attend conferences, contribute time to charitable causes, and attend professional events. They also travel to state and regional theatre festivals, such as the American College Theatre Festival. For more information, contact Debby Sanchez at Central Campus Bldg. 4-180, call 201-6842, or e-mail [dsanchez@broward.edu](mailto:dsanchez@broward.edu).

## GAMMA BETA CHI

This student organization's purpose is to promote awareness and further interest in nuclear medicine. Our organization attends local, state and national meetings to update our expertise on the latest techniques available in delivering medical care to the patient. Membership is open to students enrolled in the program or on the waiting list to begin the program. For more information, please contact Lorenzo Harrison at CHSE II/North Campus Bldg.41-137, call 201-2083, or e-mail [lharriso@broward.edu](mailto:lharriso@broward.edu).

# **Student Organizations**

## **HAITIAN STUDENTS IN ACTION**

Haitian Students in Action is a Central Campus cultural and academic student organization. H.S.A.'s main goals are to promote academic excellence among its members, address Haitian students' cultural needs, find ways and means to promote the positive aspects of the Haitian culture, and dispel stereotypes about the Haitian culture and its people. Cultural awareness, a successful professional life, and information networking are the goals of H.S.A. members. Therefore, a strong emphasis is placed on developing support mechanisms and reinforcing qualities and skills that will bring the members success in school, in their careers, and in personal endeavors. Club activities include informative seminars and workshops. Contact Professor Mary F. Diaz at the Central Campus Reading/SLS Department, 201-6427, or e-mail [mdiaz@broward.edu](mailto:mdiaz@broward.edu).

## **HILLEL JEWISH STUDENT UNION**

The Hillel Jewish Student Union strives to meet the social, cultural, religious, and educational needs of Jewish students at BCC's campuses. Hillel has represented individuals on each campus who are a part of the JSU. Everyone is welcome! For more information, contact the Florida Hillel Council at (305) 661-8549

## **IEEE**

The Institute of Electrical and Electronics Engineers (IEEE) is the world's largest technical professional society. IEEE is comprised of more than 320,000 members who conduct and participate in activities in 147 countries. The men and women of IEEE are the technical and scientific professionals making the revolutionary engineering advances which are reshaping our world today. The technical objectives of the IEEE focus on advancing the theory and practice of electrical, electronics and computer engineering, and computer science. For more information, contact North Campus at 201-6384, or visit our web site at [www.broward.edu/north/ecs](http://www.broward.edu/north/ecs).

## **INTERNATIONAL CLUB**

The International Club is open to all students at Broward Community College, whether native North American or from the over 102 nations represented on BCC's campuses. Its main objective is to further international understanding and appreciation of diverse cultures. Club members are also available to help each other with practicing languages, such as English, French, Spanish, Portuguese, and others. The International Club consists of students from all over the world, including Americans. Therefore, it is simply designed for them to meet, exchange



# Student Organizations

ideas and beliefs, learn about other cultures and to have a good time while also attending classes. For more information, contact Lydia Case on Central Campus at 201-6526, Esmeralda Rodriguez on North Campus at 201-240,4 or [erodrigz@broward.edu](mailto:erodrigz@broward.edu); or Denise Brown on South Campus at 201-8938, or [dbrown@broward.edu](mailto:dbrown@broward.edu).

## INTER VARSITY CHRISTIAN FELLOWSHIP

The InterVarsity Christian Fellowship is an organization which consists of students and other members of the college community who believe in the deity of our Lord Jesus Christ, and in the unique divine inspiration, entire trustworthiness, and authority of the Bible. This trans-denominational campus ministry is not affiliated with any church denomination but welcomes students from all denominations, as well as those with no church affiliation. Weekly meetings include Bible study, contemporary hymn singing, a time for sharing concerns, and fellowship. For more information, contact Dora Y. Romero on North Campus at 201-2373, or [dromero@broward.edu](mailto:dromero@broward.edu); Ronald Haire on Central Campus at 201-6845, or [rhaire@broward.edu](mailto:rhaire@broward.edu); Carol Brinson at 201-7411, or [cbrinson@broward.edu](mailto:cbrinson@broward.edu); and William Walker on South Campus at 201-8893, or [wwalker@broward.edu](mailto:wwalker@broward.edu), or Lisa Thomas 201-8857, [liThomas@broward.edu](mailto:liThomas@broward.edu).

## KARATE CLUB

This self defense class is open to beginners as well as experienced martial artists with all styles welcome. For more information, contact Vince Grosso on Central Campus Building 6-245, call 201-6619, or [vgrosso@broward.edu](mailto:vgrosso@broward.edu).

## LAMBDA ALPHA EPSILON

The American Criminal Justice Association, Lambda Alpha Epsilon (ACJA-LAE), is a national association devoted to the furtherance of professionalism in all areas of criminal justice. Founded in 1937, "the association is dedicated to the fostering of assistance and understanding between members, and the promotion of greater public understanding of the problems and objectives of those agencies devoted to the administration of criminal justice." Beta Chi is the local chapter, meeting at the Criminal Justice Institute, BCC. There are university and community college, as well as professional chapters, located throughout the country. For more information, contact Pete Eckert at the Central Campus Criminal Justice Institute, call 201-6924, or e-mail [peckert@broward.edu](mailto:peckert@broward.edu).

## LE CLUB FRANCAIS

The purpose of Le Club Francais is to promote the development of communication of the club with the community and to assist members in achieving experience with the French language and culture. For more information, contact Joyce Davis on Central Campus at 201-6560, Bldg. 19-221, e-mail [jdavis@broward.edu](mailto:jdavis@broward.edu).

# Student Organizations

## LEGAL ASSISTING SOCIETY

The Legal Assisting Society is an organization designed for students pursuing a career as a Paralegal/ Legal Assistant. However, everyone is welcome to participate. The paralegal field is the fifth fastest growing career field in the country and promises to be one of the most sought after commodities by attorneys in the future. The organization provides students with information from all areas of law and focuses mainly on the role of the paralegal. Monthly meetings host guest speakers from various law firms as well as State Prosecutors and Public Defenders. The Legal Assisting Society can also provide networking opportunities in **Broward, Dade, and Palm Beach Counties**, as well as information on the state organization, Florida Legal Assistants Inc., the National Association of Legal Assistants (NALA) and the National Federation of Paralegal Associates (NFPA). The Paralegal/Legal Assisting program offered at BCC has been approved by the American Bar Association (ABA) and is rated as one of the best educational programs in the area. For more information, contact Dr. Laura K. Schantz, Esq., at South Campus Bldg. 71, call 201-8011, or e-mail [lschantz@broward.edu](mailto:lschantz@broward.edu); or contact James Amato, Esq., at North Campus Building 51-214, call 201-2217, or e-mail [jamato@broward.edu](mailto:jamato@broward.edu).

## MATTHEW SHEPARD STUDENT ALLIANCE

The Matthew Shepard Student Alliance is committed to providing awareness and a safe environment, particularly for lesbians, gay, bi-sexual, transgender students and their supporters through social, outreach, and individual support programs. Central Campus contact: Neil Linger, 201-6482, Bldg. 17-112, or e-mail [nlinger@broward.edu](mailto:nlinger@broward.edu).

## PEER EDUCATORS

The BACCHUS 7 GAMMA Peer Education Network, an international college and university program that promotes alcohol and drug awareness, along with HIV/AIDS education and prevention, and sexual violence awareness, has two chapters at BCC; Phi Eta Sigma on South Campus and Phi Awareness Week, Women's Awareness Month, and Sexual Responsibility Week. These organizations have an opportunity to attend general assemblies and spring conferences to meet other Peer Educators and gain insight on programs to promote a healthy student life-style, and to work on leadership abilities. On the campuses they provide fellow students with HIV testing, free condoms, health and wellness lectures, individual peer counseling, and local referral service to area clinics and business. They also hold interactive events and giveaways for all students. To join, please contact Joan Sherrod at 201-8223, Bldg. 68-270 or e-mail [pecsouth@yahoo.com](mailto:pecsouth@yahoo.com) on South Campus. On North Campus contact Sania Elshorby at 201-2325, Bldg. 46-133, or e-mail [nlife@broward.edu](mailto:nlife@broward.edu).

# Student Organizations

## PEER MENTORING CLUB

The Peer Mentoring Club is an organization designed to assist students with their college experience. Members help with mentoring, tutoring, and weekend retreats. They also provide information about college life such as scholarship information, visits to four-year universities, and volunteering. Free tutoring is available for PMC members. Come by and join us and bring your ideas. For more information contact Lisa Thomas at South Campus Bldg. 68-204, call 201-8857, or e-mail [lthomas@broward.edu](mailto:lthomas@broward.edu); contact North Campus Bldg. 46-220 at 201-2353; or contact Central Campus Bldg. 19-116 at 201-6584.

## PHI BETA LAMBDA

Phi Beta Lambda is the largest business organization with over 600 chapters in the nation. PBL is for students participating in business programs, such as accounting, business administration, clerical, secretarial, information management, economic finance, law, and marketing. Phi Beta Lambda provides opportunities to improve your practical knowledge and skills to advance business and computer careers. Come mix business with pleasure.

Phi Beta Lambda provides:

- ◆ Membership with the expertise needed to accomplish organizational goals through human resources.
- ◆ Participation in civic projects, sales projects, social awareness projects, career development projects and experiences related to business.
- ◆ Many activities which include speakers, training seminars, competitive events, and election of officers.

For more information, contact Shafi Ullah on South Campus at 201-8989, [sullah@broward.edu](mailto:sullah@broward.edu), or visit us on-line at [www.bccpblsouth.com](http://www.bccpblsouth.com); contact Carlton Wall on North Campus at 201-2361, or e-mail [cwall@broward.edu](mailto:cwall@broward.edu); or Jane Treptow on Central Campus at 201-6719, or e-mail [jtreptow@broward.edu](mailto:jtreptow@broward.edu).

## PHI THETA KAPPA

### A Tradition of Excellence

The privileges and benefits of membership: Phi Theta Kappa is the only nationally acclaimed honor society serving American institutions which offer Associate degree programs. Two-year college presidents and administrators of associate degree programs in four-year schools have continually recognized membership in Phi Theta Kappa as an honor and a privilege. Membership is given



# Student Organizations

added significance by the fact that it is recognized by the American Association of Community Colleges as the official honor society for two-year colleges. To become a member of Phi Theta Kappa, one must achieve a cumulative grade point average of 3.5 after completing 12 credit hours of degree course work, and paying lifetime membership dues. Participation in activities is encouraged. The privileges of membership include having the Phi Theta Kappa seal placed on diplomas, having "Phi Theta Kappa Member" indicated on transcripts, purchasing society jewelry and merchandise, as well as wearing the society stole and tassel during commencement exercises. The four hallmarks of Phi Theta Kappa are:

- Leadership
- Service
- Fellowship
- Scholarship

For More Information, contact Dr. Barbra Nightingale on South Campus at 201-8873, or e-mail [bnightin@broward.edu](mailto:bnightin@broward.edu); Mary Diaz on Central Campus at 201-6613, or e-mail [mdiaz@broward.edu](mailto:mdiaz@broward.edu); or Dr. Jeanette Madea on North Campus at 201-2236, or e-mail [jmadea@broward.edu](mailto:jmadea@broward.edu).

## PHI DELTA ALPHA

Phi Delta Alpha is the education club on South Campus. Phi Delta Alpha is dedicated to serving future educators as well as the community. For more information, contact Dr. Denise St. Patrick-Bell at South Campus, Bldg. 69-230, or call 201-8359 or e-mail [dstpatri@broward.edu](mailto:dstpatri@broward.edu).

## PHOTOGRAPHY ART GUILD

The Photography Art Guild sponsors activities that will motivate students to expand their knowledge and skills in photography. To actively participate in the future development of BCC's photography program contact at Central Campus, Theresa Diehl, 201-6482, Bldg 3-105.

## PHYSICAL THERAPIST ASSISTANT CLUB

The Physical Therapist Assistant Club was established for the purpose of engaging in community services and expanding PTA students' basic knowledge by sponsoring several guest lecturers. The club consists of those students who are currently enrolled in the Physical Therapist Assistant program. The PTA Club expects to expand its community involvement in the future and to become active in fund-raising projects, which would enable members to attend PTA sponsored seminars and conferences. For more information, contact Maria Holodak in the Center for Health Sciences at 201-2087, or e-mail [mkolodak@broward.edu](mailto:mkolodak@broward.edu).

# **Student Organizations**

## **POTTERS GUILD**

The BCC Potters' Guild is comprised of students interested in the ceramic arts who are willing to participate in the organization and related activities. These include a visiting artist program, a fund raising show and sale, a juried exhibition, social events, and the periodic exchange of ideas. For more information, contact John Foster at Central Campus Building 3-102, 201-6517, or [jfoster@broward.edu](mailto:jfoster@broward.edu).

## **PSYCHOLOGY CLUB**

The Psychology Club at Downtown Center is committed to advancing students' interests in psychology, counseling, social work, and similar professions. Members arrange for workshops, speakers in the counseling professions, community service in helping organizations, study groups and book discussions. Members may serve the Downtown Center, when appropriate, in various peer helping roles. Contact Carol Brinson 201-7411, or [cbrinson@broward.edu](mailto:cbrinson@broward.edu).

## **REACH**

REACH is the community service club of BCC. REACH organizes community service projects on campus and in the community. For info stop by the Leadership & Volunteer Office on South Campus, Bldg. 68-276, call 201-8973, or e-mail [reach4smiles@hotmail.com](mailto:reach4smiles@hotmail.com). You may contact Lisa Thomas at South Campus Bldg. 68-204, call 201-8857, or e-mail [lthomas@broward.edu](mailto:lthomas@broward.edu); contact North Campus Bldg. 46-220 at 201-2353; or contact Central Campus Bldg. 7-233 at 201-6584.

## **ROOTS**

Roots is a special interest service club that enables the Haitian student population at BCC to share the Haitian culture with other BCC students. Its members volunteer in the Haitian community to teach children basic reading and writing skills in English. Roots also provides tutoring and scholarships for qualified members. This club is open to any student at BCC. Please contact Greta Jackson at North Campus in Building 46, 201-2304, or [gjackson@broward.edu](mailto:gjackson@broward.edu).

## **SAILING CLUB**

The Sailing Club provides an opportunity for students to improve sailing and wind-surfing skills. The Sailing Club sponsors monthly trips to the Florida Keys that are open to all student sailors. Non-sailors normally access the club programs by enrolling in one of our beginning sailing or wind-surfing classes. The Sailing Club meets at West Lake Park, 1200 Sheridan Street, in Hollywood (located between A1A and US1). For more information, call 201-2824 or 201-2451.

# Student Organizations

## SCIENCE CLUB

The Science Club is open to all BCC students who are interested in furthering their knowledge of the sciences. Students do not need to be science majors in order to benefit from club activities, such as field trips, discussions with invited speakers, college/campus/community service projects and independent scientific explorations. The club also offers a mechanism for science students and potential science students to get to know one another, to share common interests and to get better acquainted with the faculty in the various science disciplines. For more information, contact Professor Bill Opperman on North Campus at 201-2334, Steven Obenauf on Central Campus at 201-6676, or e-mail [sobenauf@broward.edu](mailto:sobenauf@broward.edu); or Steve Davis on South Campus at 201-8906, or [sdavis@broward.edu](mailto:sdavis@broward.edu).

## SPANISH CLUB

The purpose of the Spanish Club is to encourage students who are taking Spanish classes, and all others who are interested in the Spanish language and the people who speak it, to get together informally in order to practice the language, and to participate in social activities such as visiting a Spanish restaurant or seeing a Spanish movie. The club is open to all BCC students. For more information, contact Holly Gilly-Muniz on Central Campus at 201-6739; on South Campus Cesar Grisales at 201-8952, e-mail [cgrisales@broward.edu](mailto:cgrisales@broward.edu).

## SPEECH AND DEBATE

The Speech and Debate Club is a student organization that helps students develop their public speaking skills. The club also competes with other college speech and debate programs from across the state of Florida. For more information contact Susan Smith, 201-8861 or e-mail [smith@broward.edu](mailto:smith@broward.edu).

## STUDENT AMBASSADORS

Student Ambassadors promote BCC programs throughout the community. Broward Community College's Ambassadors represent BCC at area high schools, civic and professional meetings, GED centers, and locally sponsored career and college nights throughout Broward County. Student Ambassadors are eager to spread the word about academic and community enrichment programs at BCC. Ambassadors range in age from 18 to over 50 and their friendships and contacts will endure long after they graduate from BCC. For more information, contact Julie Wood at South Campus Bldg. 68-250, 201-8050, [jwood@broward.edu](mailto:jwood@broward.edu); contact Elena Starson at Central Campus Bldg. 19-Advisement, 201-6520, or [estarson@broward.edu](mailto:estarson@broward.edu); Contact Mareta Sizemore at North Campus Bldg. 46, 201-2325, or e-mail [msizemor@broward.edu](mailto:msizemor@broward.edu).



# Student Organizations

## T.A.W.I.C.

The American West Indian Club, TAWIC, is a student organization that has been in existence since 1987. This group meets to discuss topics ranging from community and academic interests to social gatherings, such as beach parties, fiestas, and fund-raisers. The purpose of this organization is to assist West Indian students through academic and personal support as they adjust to the American school system. For more information, contact Shirley Murray on South Campus at 201-8919, or [smurray@broward.edu](mailto:smurray@broward.edu); or Paul Mattox on Central Campus at 201-6597, or [pmattox@broward.edu](mailto:pmattox@broward.edu).

## Intercollegiate Athletics

BCC Intercollegiate Athletics is home to six team sports sanctioned by the National Junior College Athletics Association (NJCAA). BCC competes on a state and national level:

**Women's Tennis-Central Campus (State Champions)**

**Men's & Women's Basketball-North**

**Women's Softball-South Campus**

**Women's Volleyball-Central Campus**

**Men's Baseball-Central Campus**

To get involved, call John Giordano at 201-6583, or e-mail [jgiordan@broward.edu](mailto:jgiordan@broward.edu).

## Intramural Sports

The intramural program is comprised of competitive leagues and tournaments. It is open to both men and women and all students, faculty, and staff. The College requires proof of health insurance or a signed insurance waiver on file and current BCC card for participation in intramural activities. Sports available include the following:

**Soccer**

**Open Gym**

**Volleyball**

**Flag Football**

**Roller & Street Hockey**

**Tennis & Racketball**

**Full court Basketball**

**Open Swim- w/free lessons**

The IM Sports Program offerings differ on each campus and can be changed at anytime. Programs are added and canceled according to student interest and attendance. Notify your campus Student Life Director of any activities that you would like to see added to your campus intramurals program. For the dates, times, and details for signing up, contact your local Student Life office: South Campus at 201-8911, Central Campus at 201-6434, or North Campus at 201-2437.

# Recreational Sports

## OPEN WORKOUT

Workout facilities are available on Central, North and South Campus at no charge. The College requires proof of health insurance or a signed insurance waiver on file and current BCC card for participation. For hours and locations, call your campus Health & Wellness Center at 201-8972 on South; 201-6855 at Central, or North at 201-2314.

## SATURDAY RECREATIONAL SAILING

Saturday sailing, windsurfing, canoeing and volleyball are available free of charge to all BCC students and staff. Students who can sail may use the sailboats and windsurfers, those who cannot may use the canoes. You must wear rubber-soled shoes, we provide the life jackets.

Monthly activities based at Tigertail Lake are available to all students including sailing trips in the Florida Keys, snorkel trips, surfing trips to Cocoa Beach and the Friday Night Social--a BBQ and get together to meet new friends and hang out at the lake.

Stop by any Student Life office for a schedule, or call 954-989-2824. While new facilities are under construction, the Saturday activities are held at West Lake Park, 1200 Sheridan Road in Hollywood. (South side of the street between US1 and A1A). A late fall opening is expected for the new area at Tigertail Lake, which is located on the entrance road to Outdoor World, 280 Gulfstream Way. Take I-95 to Griffen Road west, go left on Angler's Avenue, and left on Gulfstream Way.



# Student Media

Student productions, publications and press are valuable in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of faculty and administration as well as formulating students' opinions on various issues on the campus and the world at large. In addition, student publications and productions serve as a training opportunity for students interested in professional journalism, either print or broadcast. All college published and financed student media shall explicitly state the opinions expressed are not necessarily those of either the faculty or students of Broward Community College. All media is expected to observe the standards of the respective professions. These statements are to be considered as supplementary to the established policies of the Board of Trustees as they relate to student publications. The college will ensure free and responsible media and will not censor or approve copy in advance. The editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

## BCC Broadcasters

BCC Broadcasters is an audio and video club that provides opportunities for BCC students to gain valuable experience using professional equipment. Production crews are from all BCC campuses. Club members are responsible for various aspects of any production cycle - from the development of an idea to the edited, master tape. BCC Broadcasters gives the BCC student a chance to work in a television studio as well as go on location to tape a story. Students will receive the opportunity to learn how to operate video equipment and will begin to grasp many other skills necessary to work within the broadcast industry. BCC Broadcasters also make up the crew for BCC's Public Affairs TV program - "Community Connection." The only membership requirement for the club is to be a registered BCC student. Interested students are encouraged to contact Phil Adamo on Central Campus, Bldg. 17-135, by phone at 201-6421, or through e-mail at [padamo@broward.edu](mailto:padamo@broward.edu).

**BCC BROADCASTERS**  
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# Student Media

## The Observer

Broward Community College encourages and supports a free and responsible student press. The *Observer*, the college's biweekly newspaper, offers student reporters and editors the opportunity to practice all aspects of newspaper work, including reporting and writing, photojournalism, design, graphics, desktop publishing, and layout. The paper is completely student produced, including the preparation of camera-ready pages for print. While many of *The Observer* reporters and editors are in the journalism programs at North, Central, and South campuses, any student enrolled at the college can work for the paper. Institutional scholarships and work study assignments are available to student editors.

*The Observer* is widely recognized for its excellence and has won numerous state, individual, and overall awards. Additionally, *The Observer* has won two National Pacemaker awards, college journalism's most prestigious award for general excellence.

*The Observer's* main editorial and production office is located on South Campus Bldg. 68-268. For more information, contact the Observer office at 201-8035 or via e-mail at [news\\_observer@hotmail.com](mailto:news_observer@hotmail.com). Also, visit us on-line at: [www.broward.edu/bcc/observer](http://www.broward.edu/bcc/observer).

## P'an Ku

*P'an Ku* is the BCC Student Literary/ Arts Magazine which is published twice yearly. The purpose of the magazine is to encourage, promote, and highlight the creative efforts of students throughout the college. *P'an Ku* has won numerous awards over the years in both state and national competitions.

The magazine contains the work of students from all campuses of the college and is produced solely by students for distribution throughout the college. Poetry, fiction, nonfiction, photography, and artwork are sought for publication. Watch for the announcements of submission deadlines during the year.

Though based on South Campus, the magazine encourages students from all campuses to not only submit work but be part of the staff. No special talent is needed. Students will learn how to select work for the magazine, how to promote the publication, and learn the principles of design and desktop publishing. The only real requirements are commitment and enthusiasm. A limited number of scholarships are available each term. For more information, stop by the South Campus production office in Bldg. 68-246 or call 201-8044. Students can also contact Pat Ellingham, the faculty advisor, at 201-8858. Also, visit us on-line at: [www.broward.edu/south/english/pkhome.html](http://www.broward.edu/south/english/pkhome.html).

# Leadership Development

Broward Community College is dedicated to providing opportunities and programs that will continue to develop leaders as well as provide current student leaders opportunities to fine-tune and expand their skills. There are four unique components offered to develop leadership skills of students at Broward Community College, providing both cognitive and experiential opportunities:

## Student Government Association

At Broward Community College, the Student Government Association (SGA) is the voice of the students. Student Government has many different functions. One of the functions is to act as the liaison between student organizations and Student Life. SGA is the bridge that students are always welcome to cross, which connects the faculty, staff, and administration to the student body. SGA looks for student concerns and finds ways to resolve problems. The membership is open to any and all interested students, without discrimination. SGA also offers various leadership opportunities in many different levels. Selected students become involved in campus, college-wide, district, and state level events.



The concept of TEAMWORK is constantly practiced, and students learn conflict resolution. The Student Government Associations at Broward Community College are always looking for new ideas, faces, and inspiring minds. For more information, contact the SGA office on Central Campus at 201-6846; at the Downtown Center at 201-7321; on North Campus at 201-2437; or in South Campus Bldg. 68-249 at 201-8941.



# **Leadership Development**

## **Leadership Class (SLS1261)**

The purpose of this course is to provide a variety of learning experiences and guest speakers to assess leadership styles and potential. The class is open to all student (and potential student) leaders. It is designed to help develop ethical values, leadership styles and techniques for future educational, organizational and community leadership roles.

## **Competitive Edge**



The Competitive Edge program is a highly selective leadership honorary program. Participants are chosen from all four campuses based on their nomination by faculty members or administrators, recommendations, committee interviews, and demonstrated leadership potential. Shadowing and internship experiences are provided throughout the sophomore year with the President's senior staff and community and political leaders. Legislative internship experience in Tallahassee is available to eligible members. The nomination period begins in February and concludes mid-March each year. For more information, contact the Student Life office on your campus.

## **BCC Adventure Learning Challenge Course**

A course designed to teach students leadership skills, team building, and self esteem through mentally-challenging, physical activities. Students spend a half or whole day in a group setting, accomplishing challenges through problem solving and cooperative efforts, utilizing outdoor equipment. "Challenge by Choice" is the operating philosophy. Student clubs, organizations, student classes and staff are encouraged to sign up with Rachel Robinson, Coordinator of the Adventure Learning Challenge Course at 201-6996, or e-mail [rrobinso@broward.edu](mailto:rrobinso@broward.edu).



**For the most current version of all BCC Policies and Procedures, please visit the BCC website at [www.broward.edu/polprocman](http://www.broward.edu/polprocman).**

## **Student Bill of Rights**

### *Student Bill of Rights (5.25)*

*BCC Students are offered the following rights:*

Broward Community College students should expect quality instruction delivered by a dedicated faculty engaged in continued professional growth (BCC Policy 6Hx2-2.05: Philosophy and Mission of the College). Broward Community College students are granted the following rights as outlined in BCC Policies and Procedures, the Student Handbook, College Catalog, and other appropriate publications of the College.

**Access to Education:** Broward Community College maintains an open-door to all students who qualify according to the BCC admission standards.

Sources:

- ◆ BCC Policy 6Hx2-2.05: Philosophy and Mission of the College
- ◆ BCC Policy 6Hx2-5.01: Admission
- ◆ BCC Policy 6Hx2-5.09: Service to Student with Disabilities
- ◆ BCC Policy 6Hx2-5.11: Student Financial Services Programs

**Fairness in Grading:** Students will receive a syllabus outlining relevant course policies regarding attendance and grading procedures during the first week of instruction. Students may appeal final grades that they consider a misapplication of College Policy or the course syllabus.

Sources:

- ◆ BCC Policy 6Hx2-4.18: Class Attendance
- ◆ BCC Policy 6Hx2-4.19: Grades and Grade Appeal Process

**Due Process When Charged With Violation of Student Code of Conduct:**

Students have the right to due process when charged with a violation of the Student Code of Conduct.

Source:

- ◆ BCC Policy 6Hx5-5.02: Student Code of Conduct

**Non-discrimination and Harassment:** Students have a right to be free from illegal discrimination and harassment based on race, color, religion, disability, sex, sexual orientation, national origin, marital status, and veterans status.

Sources:

- ◆ BCC Policy 6Hx2-5.02: Student Code of Conduct
- ◆ BCC Policy 6Hx2-5.20: Sexual Harassment/Battery/Assault
- ◆ BCC Policy 6Hx2-5.22: Non-Discrimination and Harassment Policy for Students

# Student Bill of Rights

**Confidentiality of Records:** The College protects the rights of students and their parents or guardians with respect to the confidentiality of student records. Student records may be released to third party individuals only as their requests comply with federal, state, or local laws, court orders and subpoenas, and circumstances involving the safety of persons or property.

Source:

- ◆ BCC Policy 6Hx2-5.03: Student Records

**Student Publications:** Students have the right to participate in free and responsible journalism at BCC.

Source:

- ◆ BCC Policy 6Hx2-5.04: Student Publications

**Association and Assembly:** Students have the right to form student organizations and may peacefully assemble on BCC property per the guidelines set forth in BCC Policy.

Sources:

- ◆ BCC Policy 6Hx2-5.02: Student Code of Conduct
- ◆ BCC Policy 6Hx2-5.13: Student Life

**Instructional/Non-instructional Issues:** BCC provides policies and procedures for students to address instructional and non-instructional issues. Students shall follow the steps outlined in the following policies and procedures. Students are not precluded from appealing issues not specifically identified below:

- ◆ BCC Policy 6Hx2-4.02: Academic Load
- ◆ BCC Policy 6Hx2-4.03: Applicable Catalog/Recency of Credit
- ◆ BCC Policy 6Hx2-4.04: CLAST Waivers
- ◆ BCC Policy 6Hx2-4.05: Cancellation of Previous Unsatisfactory College Record for A.S. Degree and Certificate Students
- ◆ BCC Policy 6Hx2-4.07: Completion of Graduation Requirements After Transfer
- ◆ BCC Policy 6Hx2-4.09: Substitution Admission and Graduation Requirements for Student with Disabilities
- ◆ BCC Policy 6Hx2-4.11: Program Acceleration
- ◆ BCC Policy 6Hx2-4.18: Class Attendance
- ◆ BCC Policy 6Hx2-4.19: Grades and Grade Appeal Process
- ◆ BCC Policy 6Hx2-4.20: Religious Observances
- ◆ BCC Policy 6Hx2-4.23: Academic Standards of Progress
- ◆ BCC Policy 6Hx2-5.01: Admissions
- ◆ BCC Policy 6Hx2-5.02: Student Code of Conduct
- ◆ BCC Policy 6Hx2-5.20: Sexual Harassment/Battery/Assault
- ◆ BCC Policy 6Hx2-5.22: Non-Discrimination and Harassment Policy for Students
- ◆ BCC Policy 6Hx2-5.23: Grievance Process for Students for Non-Instructional Issues

# Student Code of Conduct

## *Student Code of Conduct (5.02)*

*The Student Code of Conduct outlines acceptable and unacceptable behavior for BCC students as well as appropriate disciplinary procedures and sanctions:*

Upon admission to Broward Community College, students agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students shall observe local, state, and federal laws as well as the academic and behavioral regulations found in the Broward Community College Student Handbook, the College Catalog, other official publications, and the BCC web site at [www.broward.edu](http://www.broward.edu)

Any student or student organization found to have committed the following misconduct, both on or off campus, is subject to the disciplinary sanctions outlined in Student Code of Conduct Procedures:

1) Dishonesty, including but not limited to the following:

- a) Cheating, plagiarism, or other forms of academic dishonesty.

The term “cheating,” includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor, look at text, notes or another person’s paper during an examination when not permitted to do so.

Cheating also includes the giving of work formation to another student to be copied and/or used as his or her own. This includes but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

The term “plagiarism” includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper



# Student Code of Conduct

citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

- b) Furnishing false information to any BCC official or faculty member.
  - c) Forgery, alteration, or misuse of any BCC document, record, or instrument of identification.
  - d) Tampering with the election of any recognized BCC student organization.
- 2) Disruption: Disruption or obstruction of teaching, research administration, disciplinary proceedings, other BCC activities, including its public-service functions on or off campus, or other authorized non- BCC activities, when the act occurs on BCC premises.
  - 3) Abuse: physical abuse, verbal abuse, threats, and intimidation, harassment, coercion and/or other conduct which threatens or endangers the physical or emotional health or safety of any person.
  - 4) Theft or Damage to Property: attempted or actual theft of and/or damage to property of BCC or property of a member of the BCC community or other personal or public property.
  - 5) Discrimination as defined in BCC Policy 6Hx2-5.22
  - 6) Sexual Harassment as defined in BCC Policy 6Hx2-5.20
  - 7) Sexual Battery/Assault as defined in BCC Policy 6Hx2-5.20
  - 8) Hazing as defined in Florida State Statute 240.1325
  - 9) Non-Compliance with Directions: failure to comply with directions of BCC officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
  - 10) Keys: unauthorized possession, duplication, or use of keys to any BCC premises or unauthorized entry to or use of BCC premises.

# Student Code of Conduct

- 11) Violation of published BCC policies/procedures, rules or regulations.
- 12) Violation of Law: violation of federal, state or local law on BCC premises or at BCC sponsored or supervised activities.
- 13) Controlled Substances: use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law. Smoking in classrooms, on elevators, and in other designated non-smoking areas is prohibited.
- 14) Alcohol: use, possession or distribution of alcoholic beverages except as expressly permitted by the law and BCC regulations.
- 15) Public intoxication.
- 16) Weapons and Dangerous Materials: illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on BCC premises.
- 17) Unauthorized Demonstration: participation in a campus demonstration which disrupts the normal operations of BCC and infringes on the rights of other members of the BCC community, or leading or inciting others to disrupt scheduled and/or normal activities within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- 18) Obstruction of Movement: obstruction of the free flow of pedestrian or vehicular traffic on any BCC premises or at BCC sponsored or supervised functions.
- 19) Disorderly Conduct: Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on BCC premises or at functions sponsored by, or participated in by BCC.
- 20) Computer Usage:
  - a) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b) Unauthorized transfer of a file.
  - c) Unauthorized use of another individual's identification and password.
  - d) Use of computing facilities to interfere with the work of another student, faculty member or BCC official.
  - e) Use of computing facilities to send or receive obscene or abusive messages
  - f) Use of computing facilities to interfere with the normal operation of BCC computing system.

# Student Code of Conduct

- g) Use of computing facilities to interfere with normal operation of BCC computing system.
- 21) False Representation: contracting or representation in the name of the College.
- 22) Abuse of the student discipline system, including but not limited to:
  - a) Failure to appear before the chief student affairs officer, Hearing Officer, Student Conduct Committee, or other BCC officials when requested to do so.
  - b) Falsification, distortion, or misrepresentation of information before a Student Conduct Committee.
  - c) Disruption or interference with the orderly conduct of a Student Conduct Hearing.
  - d) False accusations of student misconduct knowingly without cause.
  - e) Attempting to discourage an individual's proper participation in, or use of, the student discipline system.
  - f) Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct Hearing.
  - g) Harassment (verbal or physical) and/or intimidation of a member of Student Conduct Committee prior to, during, and/or after a Student Conduct Hearing.
  - h) Failure to comply with the sanction(s) imposed under the Student Code.
  - i) Influencing or attempting to influence another person to commit an abuse of the student discipline system.
- 23) Bribery: offering or giving money or any item of service to a BCC employee for the purpose of attempting to obtain assistance that would not have otherwise been provided.
- 24) Violation of Law and BCC Discipline: to obtain assistance that would not have otherwise been provided.
  - a) If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the BCC community and/or disrupts the educational mission of the College.
  - b) BCC disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Proceedings under this



# **Student Code of Conduct**

- Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
- c) When a student is charged by federal, state or local authorities with a violation of law, BCC will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Committee under the Student Code, however, BCC may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the BCC community.
  - d) BCC will cooperate fully with law enforcement and other agencies to the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

## **CONSEQUENCES BASED ON ACADEMIC DISHONESTY**

Breaches of the College's policies pertaining to academic dishonesty may result in academic penalties and/or disciplinary action at the discretion of the instructor. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for a particular course. Additionally, the student may be referred to the chief student affairs officer of the campus/center for violations of the Student Code of Conduct.

## **STUDENT ORGANIZATIONS**

Student organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more members or guests of the organization, and any of the following conditions apply:

- a) The offense occurred at an event that was sanctioned by an officer of the organization.
- b) Organizational funds are used to finance the activity.
- c) The event where the offense occurred is substantially supported by the organization's membership.
- d) Members with knowledge of the forthcoming violation did not attempt to prevent the infraction.
- e) The organization fails to report or chooses to protect the individual(s) alleged to have committed the offense.

# **Student Code of Conduct**

## **RECORDING PROHIBITION**

Students may not make an audio or video recording of an instructor or speaker unless prior consent of the instructor or speaker is obtained. However, if such recording is an Americans with Disabilities Act accommodation, prior notification is required, rather than consent.

## **INSTITUTE OF PUBLIC SAFETY STUDENTS**

Institute of Public Safety students who are enrolled in programs or courses regulated by the Florida Criminal Justice Standards and Training Commission are subject to the provisions of the Institute's "Trainee Rules, Regulations, and Procedures," in addition to the Student Code of Conduct.

## **PROCEDURES: STUDENT CODE OF CONDUCT**

The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of Broward Community College. In those cases not likely to result in a termination of a student's enrollment at the College, the campus/center chief student affairs officer shall have the responsibility for the administration of student sanctions and may impose varying degrees of disciplinary actions.

### **ARTICLE I: STUDENT CONDUCT REVIEW PROCEDURES**

- 1) Any member of BCC community may file charges against any student or student organization for misconduct. Charges shall be prepared in writing and directed to the chief student affairs officer on the campus/center where the violation was committed. Any charge(s) should be submitted as soon as possible after the event takes place, preferably within forty-eight hours.
- 2) The chief student affairs officer of the campus/center, after reviewing the evidence and meeting with witnesses and the accused student, may impose sanctions outlined in this Procedure. The student shall be informed of the sanctions in writing.

### **ARTICLE II: SANCTIONS**

- 1) Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.

# **Student Code of Conduct**

- 2) Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during or after the probationary period.
- 3) Loss of Privileges - Denial of specified privileges for a designated period of time.
- 4) Fines - Previously established and published fines may be imposed.
- 5) Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- 6) Discretionary Sanctions - Work assignments, service to BCC or other related discretionary assignments
- 7) BCC Suspension - Separation of the student from BCC for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- 8) BCC Expulsion - Permanent separation of the student from BCC.
- 9) The following sanctions may be imposed upon BCC groups or organizations:
  - a) Those sanctions listed above.
  - b) Deactivation or loss of specific organizational privileges for a specified period of time.

Other than BCC suspension and expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than BCC suspension or BCC expulsion, upon application to the Vice President for Student Affairs. Cases involving the imposition of sanctions other than BCC suspension or BCC expulsion shall be expunged from the student's confidential record five years after final disposition of the case.

## **ARTICLE III: APPEALS**

- 1) A student, student organization, or complainant may appeal the sanctions imposed by the chief student affairs officer of the campus/center to the Vice President for Student Affairs. Such appeals shall be in writing and shall be delivered to the Vice president for Student Affairs within five business days of the receipt of the sanctions from the campus/center chief student affairs officer.
- 2) If a student appeals the decision of the chief student affairs officer to



# **Student Code of Conduct**

the Vice President for Student Affairs, the chief student affairs officer, shall decide if sanctions shall be in effect immediately, or pending the outcome of the appeal process. If the student or student organization poses a threat to any person, is unruly, disruptive, uncontrollable, damages or threatens to damage any property or some other very serious condition exists, the chief student affairs officer of the campus/center may suspend the student or organization from activity at BCC immediately, and have the student escorted off of BCC property.

- 3) The chief student affairs officer will forward all necessary paperwork to the Vice President, including, but not limited to, all incident reports filled out by BCC personnel, all security reports, any witness statements, and any police reports.
- 4) If the matter is referred to the Vice President for Student Affairs, he/she will decide if the matter will be heard and notify the student or student organization in writing of his/her decision. If the matter will be heard, the Vice President for Student Affairs will refer the case to the Student Conduct Committee.

The Student Conduct Committee is a subcommittee of the Academic Standards Committee. The Student Conduct Committee shall consist of six members chosen from the Academic Standards Committee. A Hearing Officer shall be selected by the Vice President for Student Affairs from among the six members of the Student Conduct Committee. The Hearing Officer shall assume the role of Chair of the Student Conduct Committee.

- 5) The Student Conduct Committee, after hearing the case in the manner outlined in this Procedure, shall recommend sanctions(s) to the Vice President for Student Affairs. The Vice President may accept, reject, or modify the recommendation offered by the Student Conduct Committee.
- 6) The Vice President for Student Affairs shall forward all pertinent paperwork to the Hearing Officer who shall present the charges to the student or student organization in written form. A time shall be set for a hearing, not less than five or more than fifteen business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Hearing Officer.

## **ARTICLE IV: HEARING PROCEDURES**

- 1) Hearings normally shall be conducted in private. At the request of the accused student(s), and subject to the discretion of the Hearing Of-

# Student Code of Conduct

ficer, a representative of the student press may be admitted but shall not have the privilege of participating in the hearing. Admission of any person to the hearing shall be at the discretion of the Student Conduct Committee and/or its Hearing Officer.

- 2) In hearings involving more than one accused student, the Hearing Officer of the Student Conduct Committee, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
- 3) The complainant and the accused have the privilege of being assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct Committee.
- 4) The complainant, the accused, and the Student Conduct Committee shall have the privilege of presenting witnesses, subject to the right of cross-examination by the Student Conduct Committee.
- 5) The student or student organization must notify the Hearing Officer of any witnesses and/or evidence they wish to present, at least three business days prior to the hearing.
- 6) Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a Student Conduct Committee at the discretion of the Hearing Officer.
- 7) All procedural questions are subject to the final decision of the Hearing Officer.
- 8) At the discretion of the Hearing Officer, the accused may have the privilege of facing the accuser.
- 9) There shall be a single verbatim record, such as a tape recording, of all hearings before a Student Conduct Committee. The record shall be the property of BCC.
- 10) After the hearing, the Student Conduct Committee shall determine by majority vote if the student has violated the section(s) of the Student Code that the student is charged with violating.
- 11) The Student Conduct Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
- 12) If the Student Conduct Committee determines that a violation(s) of the Student Code has occurred, they will vote on sanction(s) to recommend to the Vice President for Student Affairs. The recommended sanction(s) of the Student Conduct Committee may be more or less severe than those originally imposed by the chief student affairs officer.

# Student Code of Conduct

- 13) The Vice President for Student Affairs, after receiving the recommendation of the Hearing Officer shall impose sanctions on the student or student organization. Sanctions shall be delivered to the student in writing.
- 14) Except in the case of a student charged with failing to obey the summons of a Student Conduct Committee or BCC official, no student may be found to have violated the Student Code solely because the student failed to appear before a Student Conduct Committee. In all cases, the evidence in support of the charges shall be presented and considered.
- 15) A quorum for the Student Conduct hearing will be the Hearing Officer and three members of the Student Conduct Committee.
- 16) The decision of the Vice President for Student Affairs shall be final.

## ARTICLE V:

### INTERPRETATION AND REVISION

- 1) Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Affairs or his or her designee for final determination.
- 2) The Student Code shall be reviewed periodically at the discretion of the Vice President for Student Affairs.

# Disruptive Student Policy

## *Disruptive Student Policy (5.19)*

*The Disruptive Student Policy protects students, faculty and staff from any disruptive behavior of students.*

Students who cannot conform to the standards of appropriate behavior as set forth in Broward Community College Policy 6Hx2-5.02, Student Responsibilities, shall not be permitted to interfere with other students' access to a college education. Broward Community College students are subject to federal and state law, county and municipal ordinances, and all policies and procedures of the Board of Trustees. Violation of these published laws, ordinances, or policies and procedures may subject the violator to appropriate action by College authorities. The campus Deans of Student Affairs are authorized to recommend to the Vice President for Student Affairs the suspension or expulsion of students based on disruptive behavior. The Vice President for Student Affairs is authorized to enforce suspension or removal decisions, including the use of appropriate legal processes. Non-violent student dissent does not fall under the purview of this policy.



# **Disruptive Student Policy**

For students who exhibit disruptive behavior serious enough to merit disciplinary action, the College may refer the students for appropriate psychological/psychiatric evaluation. The College shall retain the services of a psychological/psychiatric evaluator to assess the behavior and psychological condition of students who exhibit disruptive behavior or threaten bodily harm to themselves or others or exhibit severely disoriented perceptions and/or behaviors. Alternatively, College counselors may be used to assist students who exhibit less severe disruptive behavior.

All records associated with the treatment or disciplinary process shall be kept confidential. Students treated for a mental disorder under this policy are protected by the Americans with Disabilities Act of 1991 and Section 504 of the Rehabilitation Act of 1973.

Students suspended under this policy shall (1) receive a 100% refund for the term during which they were suspended and (2) re-enroll only after certification by a licensed clinical psychologist or psychiatrist, a recommendation from a campus Dean of Student Affairs, and approval by the Vice President for Student Affairs.

## **Procedures: Dismissal of Disruptive Students**

For students suspended or expelled under this policy, the campus Dean of Student Affairs shall consult with the student's Professors regarding the student's grades for the term during which they have been suspended or expelled. Final determination of grades, however, shall rest with the Professors.

If a student has been removed from the College through disciplinary dismissal, expulsion, or suspension due to disruption of the educational process, or the endangerment of the health and safety of others, and returns to the College in a subsequent academic term as a student, the Vice President for Student Affairs or his/her designee may share with the student's teachers otherwise confidential information concerning the student when in his/her judgment it will further educational interests. To protect confidentiality and the possible sensitive nature of the information, the Vice President for Student Affairs or his/her designee should share the information in person with the Faculty member, and point out the nature of the information and its educational relevance. Only relevant information should be shared, not the entire record. No copies of the record shall be made.

All referrals for immediate intervention with a disruptive student will be made to the appropriate campus Dean of Student Affairs. The Dean will assess the student's condition and if further evaluation is needed will consult with the Vice President for Student Affairs. The Dean and the Vice President will determine whether an

# Disruptive Student Policy

evaluation with an agency consultant is necessary, and the Vice President or his/her designated representative will make the referral to a professional clinician for psychological and/or psychiatric evaluation.

The student will be informed of the reason(s) that he/she is being referred for the initial evaluation and that the College will assume the expense for this evaluation if the student does not have financial means. The results of the evaluation will be used by the Vice President, the Dean, and other appropriate staff in determining the student's enrollment status with the College.

The College will retain the services of professional clinicians who:

- 1) Are state licensed and have appropriate credentials in the field of mental health, according to State of Florida guidelines.
- 2) Are available to the student within two hours after initial contact with the Vice President or Dean of Student Affairs.
- 3) Provide services which are available daily through 10:00 PM, 7 days a week.
- 4) Are geographically accessible at convenient locations.
- 5) Will provide a written evaluation and diagnosis of the student in a timely manner following referral.
- 6) Will provide information regarding follow-up treatment if necessary.
- 7) Have the ability and available personnel to provide immediate crisis intervention, if the severity of the incident or client's condition so warrants.

**Re-entry Process.** If a student who has been removed from the College under the Disruptive Student Policy, applies for re-entry to the College, the following process will be followed:

- 1) The Vice President for Student Affairs or his/her designee, must be contacted by the student regarding their request for college re-entry. The Vice President for Student Affairs or his/her designee will refer the student to the appropriate campus Dean of Student Affairs or the Dean's designee.
- 2) The student's class selection must be approved by the campus Dean of Student Affairs or Dean's designee during their first term re-enrolled at the College. Classes chosen will be appropriate to student's background and to their educational plans.

# Disruptive Student Policy

- 3) Prior to the beginning of the student's first term of re-enrollment, the campus Dean of Student Affairs or Dean's designee will inform the student's instructor of any relevant educational information.

## Sexual Harassment/Assault

### *Sexual Harassment Policy (5.20)*

*The Sexual Harassment/Battery/Assault policy protects against and deals with sexual harassment:*

**Sexual Harassment.** As established in Broward Community College Policy 6Hx2-3.31, Sexual Harassment, the College intends to protect all students from sexual harassment.

**Sexual Harassment Defined.** For the purpose of this policy, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which (1) makes submissions to or rejection of such conduct either an explicit or implicit basis for academic decisions affecting the individual or (2) unreasonably interferes with the individual's academic performance by creating an intimidating, hostile, or offensive environment.

Conduct which falls into the definition of sexual harassment includes, but is not limited to:

- ◆ Unwelcome physical contact of a sexual nature such as patting, pinching, or unnecessary touching.
- ◆ Overt or implied threats against an individual to induce him/her to perform sexual favors or to engage in an unwelcome sexual relationship.
- ◆ Verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual and/or his or her appearance.
- ◆ Use of sexually suggestive terms or gestures to describe a person's body, clothing, or sexual activities.

**Complaint Procedure:** The Procedure for filing a complaint regarding sexual harassment is set forth in BCC Procedure A6Hx2-5.22, Non-Discrimination and Harassment Procedure for Students. All complaints and investigations of sexual harassment will be kept as confidential as possible to the extent allowed by law.



# Sexual Harassment/Assault

In accord with the definitions in that policy, any student who engages in the sexual harassment of any officer, employee, student, or agent of the College shall be subject to disciplinary action.

**Sexual Battery/Assault.** No student may commit or attempt a sexual battery/assault against any student or employee of the College or against any person at a College sponsored or supervised activity. In addition to any criminal or civil actions which may be pending or in process, the College may pursue a separate disciplinary action against any student believed to have committed or attempted a sexual battery as defined in Broward Community College Policy 6Hx2-3.32, Sexual Battery/Assault.

**Sexual Battery Defined.** Commonly referred to as rape, sexual battery shall be defined in accordance with Florida Statutes, Chapter 794.011, as a criminal act consisting of "oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object" without that person's consent. Consent means intelligent, knowing, and voluntary consent and does not include a coerced submission or a submission obtained by threatening the victim. Consent shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender. Furthermore, consent cannot be obtained from a person who is temporarily or permanently incapable of appraising the nature of his/her conduct. For example, a person who is under the influence of an intoxicating substance may be unable to appraise the nature of his/her conduct. Under Florida law, both males and females may be victims of sexual battery. It does not matter whether the victim knew his/her attacker (date/acquaintance rape) or did not know his/her attacker (stranger rape). It does not matter if the victim has had a previous relationship with his/her attacker.

## Procedures: Sexual Harassment/Assault

The Non-Discrimination and Harassment Procedure for Students, A6Hx2-5.22, is the appropriate procedure to file a complaint of sexual harassment.

**Sexual Battery/Assault:** The President has delegated responsibility for administering this procedure to the Campus Deans of Student Affairs. Any violation of Broward Community College Policy 6Hx2-5.20, Sexual Harassment/Battery/Assault, on-campus or at College-sponsored events, shall be reported immediately to the campus/center chief student affairs officer or the campus Provost and/or the Campus Security Office. The chief student affairs officer shall immediately confer with the Vice President for Student Affairs and notify appropriate law enforcement agencies. The investigation of sexual battery/assault shall be the responsibility of law enforcement personnel.

# Sexual Harassment/Assault

College personnel shall assist by processing evidence, providing names of witnesses, offering counseling support to victims and their families and arranging referrals to community agencies as necessary.

In order to alleviate rumors and promote understanding and calm, the campus provost/center director, in coordination with the Director of College Relations, shall also provide information to the campus community about the incident.

In the event an alleged perpetrator of a sexual battery/assault is an enrolled student, the chief student affairs officer, campus provost/center director, and the Vice President for Student Affairs shall first consult with law enforcement personnel and the College attorney and then decide whether immediate suspension from the College is warranted, pursuant to College disciplinary process as outlined in the Student Handbook.

In the case of off-campus violations of this policy involving students, the chief student affairs officer, campus provost/center director and Vice President for Student Affairs may assist law enforcement personnel consistent with the Family Educational Rights and Privacy Act and applicable Florida Statutes. Victim counseling and other support shall also be provided according to the needs of the victim and family members.

## Non-Discrimination Policy

*Non-Discrimination and Harassment Policy (5.22)*

*The Non-Discrimination and Harassment policy was developed to uphold laws protecting students against discrimination of all types.*

General Statement: Federal and state laws protect students and student applicants against discrimination.

- 1) Broward Community College affirms its commitment to ensure that each student shall be permitted to study and otherwise participate in the BCC community in an environment free from any form of illegal discrimination, including race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, and veteran status. The College recognizes its obligation to work towards a community in which diversity is valued and opportunity is equalized. This rule establishes procedures for a student to file a complaint of the alleged discrimination or harassment.
- 2) It shall be a violation of this policy for any officer, employee, or agent of the College to discriminate against or harass, as hereinafter de-

# Non-Discrimination Policy

fined, any student or student applicant. Discrimination and harassment are forms of conduct that shall result in disciplinary or other action as provided by the rules of the College.

## Definitions:

- 1) For the purpose of this policy, discrimination and harassment are defined as treating any student or student applicant differently than others are treated based upon race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, or veteran status.
- 2) Conduct that falls into the definition of discrimination includes, but is not limited to:
  - a) Disparity of treatment in educational programs and related support services on the basis of membership in one of the listed groups.
  - b) Limitation in access to participation in athletic, social, cultural or other activities of the College because of membership in one of the listed groups.
  - c) Discrimination of the foregoing types on the basis of sex, unless based on legal distinctions in needs for restrooms, athletics, and other such areas.
  - d) Retaliation for filing complaints or protesting practices that are prohibited under this policy.
- 3) Conduct that falls into the definition of harassment includes, but is not limited to, harassment based on race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, or veterans status. (For harassment on the basis of sex, see Policy 6Hx2-5.20 Sexual Harassment). Within the context of this policy, harassment is defined as conduct that unreasonably interferes with a student or student applicant's status or performance by creating an intimidating, hostile, or offensive environment. It includes offensive or demeaning language or treatment of an individual where such language or treatment is based typically on prejudicial stereotypes of a group to which an individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual.
- 4) Scope of prohibitions: Activities covered under this policy include, but are not limited to, all educational, cultural and social activities occurring on campus or sponsored by BCC.



# Non-Discrimination Policy

## Procedures: Non-Discrimination Policy

**Administration.** The Chief Student Affairs Officer on each campus shall administer procedures as they apply to students. The Chief Student Affairs Officer shall answer inquiries regarding procedures contained in policy and may provide informal advice to students who are unsure whether they have been victims of discrimination or harassment.

**Informal Complaints.** Any student who believes that he/she has been the subject of discrimination or harassment may seek advice or consultation from the campus Chief Student Affairs Officer who may assist the complainant in formulating a plan for resolution of the problem. If the complaint involves an employee, the Director of Employee Relations & Affirmative Actions must be notified. An informal complaint must be filed within 180 days of the alleged act(s) of discrimination or harassment. Should the problem not be resolved satisfactorily using the informal process, the complainant shall have 30 days to file a formal complaint.

**Formal Complaints.** A formal complaint must be made in writing and submitted to the Campus Provost/Center Director. The written complaint shall contain the name of the complainant and state the nature of the act(s) complained of, including such details as the name of the alleged offender(s) and the date(s) on which the offending act(s) occurred, the name(s) of any witnesses, and the desired resolution(s). A formal complaint must be filed within 180 days of the alleged act(s) of discrimination or harassment or within 30 days following the informal complaint resolution.

The Campus Provost/Center Director may attempt resolution during the course of an investigation of a complaint. The Provost shall involve the Chief Student Affairs Officer in the investigation of all student/student and student/employee complaints. (If an employee is involved, then the Provost/Center Director shall implement the employee procedure with the assistance of the Director of Employee Relations & Affirmative Action). If resolution is not achieved, then the Campus Provost/Center Director shall continue to investigate the complaint.

If resolution of the complaint was achieved between the parties and the alleged offender fails to abide by the agreement or retaliates against the alleged victim, the Campus Provost/Executive Center Director may require the complaint to proceed as if resolution had not been reached.

**Resolution.** Upon notification of the results of the investigation, the Campus Provost/Center Director may provide a reasonable resolution to the complaint and may also recommend or take disciplinary action against the alleged offender. Disciplinary action shall be taken in accordance with the Student Code of Conduct in the case of a student or in accordance with the policies and procedures

# Non-Discrimination Policy

affecting the class of employee in terms of any applicable collective bargaining agreement.

**Prohibition of Retaliation.** No College student or employee shall retaliate against a complainant. Any attempt to retaliate against a student, employee, or agent for initiating a complaint shall be treated as a separate incident of discrimination or harassment.

**Confidentiality.** All complaints of discrimination, harassment, or retaliation and investigations of the same will be kept as confidential as possible to the extent allowed by law.

**Frivolous or Malicious Complaints.** In the event that a claim of discrimination or harassment is found to be frivolous or malicious, appropriate College sanctions, including disciplinary action as appropriate, shall be taken against the complainant.

**Concurrent Grievance.** Nothing contained in this procedure shall affect the right of a complainant to pursue the matter with an appropriate external agency.

## Grievance Process for Non-Instructional Issues

*Grievance Process (5.23)*

*The Grievance Policy assures rapid resolution of conflicts between students and faculty.*

The College encourages students to resolve their differences with College employees as soon as possible; however, in order that students may be assured fair consideration of their problems, a means of review and appeal to a higher-level authority, without prejudice, is hereby established.

**Grievance Defined.** For the purpose of this policy a grievance is defined as a student's perception of the improper application of College policies or procedures.

Any student has a right to file a grievance. The President shall establish appropriate procedures for facilitating grievances.

### Procedures: Grievance Process for Non-Instructional Issues

The following steps are established to provide a fair review of student non-instructional grievances:

## Grievance Process for Non-Instructional Issues

**Informal Resolution.** The student shall informally submit his/her grievance, either verbally or in writing, to the supervisor of the department where the alleged improper application of College policy or procedure occurred. The student must submit his/her grievance within 30 calendar days after the incident is alleged to have occurred and the grievance must refer to the specific College Policy or Procedure that was unfairly or misapplied. Students may choose to either ask for a specific action on the part of the College or are free to simply voice their grievance without asking for any action on the part of the College.

**Formal Resolution.** If a satisfactory resolution cannot be reached with the supervisor of the department, the student may formally appeal the decision, in writing, to the next higher level supervisor. The student must submit his/her grievance within 30 calendar days after a response is received from the informal process. Appeals to higher levels of authority end with the appropriate campus provost/center director, or appropriate vice president.

The Vice President for Student Affairs may serve as a liaison between students and staff at all levels of the grievance process.

## HIV/AIDS

### *HIV/AIDS (5.16)*

*The HIV/AIDS policy assures compliance with the Americans with Disabilities Act of 1990.*

The Americans with Disabilities Act of 1990, Section #504 of the Federal Rehabilitation Act of 1973, and the Florida Educational Equity Act prohibit discrimination against persons with disabilities. Any student with HIV or AIDS may seek assistance from any Campus Disability Services Office. The following policy has been enacted pursuant to Florida Statutes 240.3191, 240.3192, and 240.3193.

In recognition of human immunodeficiency virus (HIV) infection and acquired immune deficiency syndrome (AIDS), the campus student life offices will coordinate a program consisting of education, prevention, activities, and counseling services. Students will be referred to community and governmental agencies for additional support as necessary.

No student will be denied admission to the College on the basis that he/she has HIV. The College will not inquire of any potential student as to whether or not that person has HIV except where health records are required. In accordance with Florida Statutes 381.609, and the American College Health Association's Recommended Standards and Practices for a College Health Program, any student who



## HIV/AIDS

informs the College that he/she has HIV will be afforded confidentiality regarding disclosure of their medical condition. No person, group, agency insurer, employer, or institution shall be provided any medical or other information without the prior specific written consent of the affected person. In the health sciences, medical records or other information will not be disclosed unless required by the health care agency where the student is acquiring clinical experiences.

The Broward Community College Student Handbook provides further information concerning HIV and AIDS, including identification of additional campus resources that may provide further information on HIV and AIDS. Any student who feels that they have been discriminated against in violation of this policy should notify the Vice President for Student Affairs.

### **Students Right to Know**

The College is providing the following statistics regarding campus crime as mandated by the Florida Right To Know Act. During 2000, the following criminal offenses occurred on BCC's campuses:

Aggravated Assault/ Stalking .....	03	Robbery .....	03
Burglary/Breaking & Entering .....	09	Sex Offenses, Forcible .....	00
Homicide Offenses .....	00	Liquor Violation Arrests .....	00
Larceny/Theft Offenses .....	64	Drug Abuse Violation Arrests .....	00
Motor Vehicle Theft .....	09	Weapons Violation Arrests .....	00

## **DON'T FORGET TO . . .**

**Get your Student ID card,  
go to your campus/center Student Life Office.**

**Register your vehicle,  
go to your campus/center Safety Office.**

**Get your personal BCC  
e-mail address,  
go to: [www.broward.edu](http://www.broward.edu)**

# Academic Policies

## Community College Transfer Guarantee

*The Community College Transfer Guarantee assures that students with an Associate of Arts degree are guaranteed specific transfer rights to other state colleges and universities.*

Graduates with an Associate of Arts (A.A.) degree are guaranteed certain transfer rights under the Florida Articulation Agreement, Rule 6A10.024. Broward Community College graduates enrolled in an A.A. degree program who are seeking admission to a Florida Public University, will enjoy these benefits:

- 1) Students are guaranteed admission to one of the state universities, but not necessarily to a limited access program.
- 2) All credits earned toward the A.A. degree will transfer to the university.
- 3) The university catalog in effect the year the A.A. degree student enrolled at BCC will remain in effect, provided enrollment is continuous.
- 4) When the general education core is completed at BCC, a state college or university cannot require additional general education courses.
- 5) The receiving university must award equivalent credit for courses successfully completed at Broward Community College for courses in the Statewide Course Numbering System.
- 6) Accelerated credits (CLEP, dual enrollment, etc.) earned at BCC will transfer to a state university.

The receiving university reserves the right to determine what courses students must take for a baccalaureate degree. All A.A. degree credits, although transferred, may not satisfy some specific program prerequisites. A student transferring before completion of the A.A. degree does not have the above guarantees.

Students who believe that these guarantees have been denied during transfer should file a written appeal with the Vice President for Student Affairs at BCC.

## Class Attendance Policy

*The Class Attendance Policy outlines rules for class attendance.*

(4.18)

The College believes that class attendance plays a major role in the teaching/learning process and, therefore, expects students to attend classes regularly and on time. Exceptions to this policy are set forth below.

# **Class Attendance Policy**

## **Faculty Responsibilities**

It is the responsibility of each faculty member to formulate an attendance policy for the courses he/she teaches and to ensure that this policy is communicated in writing in the course syllabus within the first week of class meetings. Members of the College's staff are expected to exercise good judgment in the formulation, implementation, and application of their policies.

## **Non-Class Days**

Should unanticipated circumstances that are beyond anyone's control occur, or when concerns are raised about the safety and/or security of the students, faculty, staff, and/or the facilities, the President or his/her designee has the authority to close a campus or the College. For purposes of grading and attendance policies, the day(s) during which the campus/College is closed shall be considered a non-class day(s). When this occurs, each faculty member shall determine how best to makeup the lost class time.

## **Non-Penalized Absences**

There shall be no penalty for a student who is absent from academic activities because of religious holy day observances in his/her own faith, the student's serious illness, a death in the immediate family, or attendance to statutory governmental responsibilities.

## **Student Responsibilities Relative to Non-Penalized Absences**

A student shall notify instructors in advance of absence(s) to observe a religious holy day(s) in his/her own faith, and shall likewise notify instructors in advance of other absences when practicable under the circumstances. "Death in the immediate family" shall be interpreted to mean mother, father, spouse, child, brother, sister, grandparents, or grandchildren. "Statutory governmental responsibilities" refer to such matters as jury duty, subpoena for court appearance, or unplanned military obligation. If a non-penalized absence occurs on the first day of class, the student shall notify the instructor of the reason for his/her absence at the next class meeting. Documentation for non-penalized absences shall be presented by the student should the faculty member request it. The student shall be responsible for the material covered in his/her absence and shall be granted a reasonable amount of time to make up any work or test missed for non-penalized absences.



# **Class Attendance Policy**

## **Extenuating Circumstances**

Should a student find a difficulty in observing the attendance policy in his/her class, contact shall be made with the faculty member involved within the first week of class to work out an alternate arrangement. If an alternate arrangement cannot be made, then the student may seek an alternate class, where applicable, that accommodates his/her requirements, and do so within the first week of class.

## **Excessive Absences**

Excessive absences from any course, regardless of the reason, may result in withdrawal of the student from the course and/or necessitate that the student repeat the course.

## **Classes with Special Instructional Requirements**

Attendance requirements shall conform to applicable accreditation standards, licensure requirements, or other instructional requirements. Although the make up of laboratory or clinical classes may not be possible, non-punitive provisions will be made for absences caused by serious illness, religious observances, or other approved reasons. These provisions may include giving a student a W or I grade.

## **Appeals**

A student may appeal a Faculty member's attendance policy, or the application thereof, by following the procedure for appeals concerning grades which is set forth in Broward Community College Policy 6Hx2-4.19, Grades and Grade Appeal Process.

# **Grades and Grade Appeal Process**

*The grades and Grades Appeal process policy establishes a mechanism for students to challenge a grade. (4.19)*

*Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, limits the number of times a student may attempt a course. An attempt is defined as student enrollment after the 100 percent refund deadline.*

## **Total Course Attempts College-Level Courses**

A student may have only three attempts per college-level course, including the original grade, repeat grades, withdrawals, and audits declared after the end of

# **Grades and Grade Appeal Process**

the drop/add period. A fourth attempt may be allowed only through a successful petition to the Academic Standards Committee based on major extenuating circumstances. Upon the third attempt (and for the fourth attempt, if recommended by the Academic Standards Committee and approved by the Vice President for Student Affairs), the student is not permitted to withdraw and will receive an A, B, C, D, or F grade for that course.

The total attempts limitation, however, does not apply to *repeatable* courses, such as music, choir, etc., that have been successfully completed and are now being repeated for further skill enhancement; or to courses that are required to be repeated by a regulatory agency; or are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification.

## **Total Attempts - College-Preparatory Courses**

A student may have only three attempts per college-preparatory course, including the original grade, repeat grades, and withdrawals. A fourth attempt may be allowed through a successful petition to the Academic Standards Committee based on extenuating circumstances. On the third attempt (and for the fourth attempt, if recommended by the Academic Standards Committee and approved by the Vice President for Student Affairs), the student is not permitted to withdraw and will receive an A, B, C, D, or F grade for the course. A college preparatory student may not enroll or change their registration status to audit.

## **Faculty Grading Policy**

Each Faculty member shall communicate in writing in clear detail his/her grading policy within the first week of class meetings of each course. The policy shall be included in the syllabus for the course. The elements to be considered in calculating the student's course grade shall be clearly articulated as to value and all factors to be considered in arriving at the final grade shall be stated. Any appeal on the grade shall be considered against the background and the standard as set forth in the Faculty member's grading policy.

## **Final Grades and Records**

Final grades for each term are recorded and preserved. Reports are submitted to students at the close of term. Grade point averages for graduation and honors are calculated only on college level academic work and include all work attempted at all colleges.

# Grades and Grade Appeal Process

The following grades are used to calculate the grade point average:

The following grades do not affect the grade point average:

Grades		Points
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0

Grades		Points
I	Incomplete	0
W	Official Withdrawal	0
X	Audit	0
XW	Audit Withdrawal	0
NC	Non-Credit Course	0
NG	No Grade Assigned	0
NR	Grade Not Received	0
S	Satisfactory	0
U	Unsatisfactory	0

**Non-Punitive Grades** Grades which do not affect the grade point average are awarded under the following circumstances.

## **I Incomplete**

An I grade may be given in courses where a student in good standing and with documented extenuating circumstances has not completed the required course work by the end of the term. The student should make arrangements to have the I changed to a final grade by the Instructor (by the agreed upon date) during the next full semester (summer terms are not considered in this time limit). If no change is initiated during the next full term, the I will automatically become an F on the student's permanent record. If the course work is completed, resulting in a passing grade, the student's transcript will be amended and final GPA calculated.

A grade of 'I' does not satisfy the prerequisite condition for enrollment in the subsequent course.

## **W Official Withdrawal**

*Florida State Board of Education Administrative Rules*, Chapter 6A-14.0301, requires community colleges to adhere to the following procedures relating to the awarding of a W for a student withdrawal from a course.

- 1) The student may withdraw without academic penalty from any course by the mid-point in the semester.
- 2) The student will be permitted a maximum of two withdrawals per course.
- 3) Upon the third attempt, the student will not be permitted to withdraw and will receive an A, B, C, D, or F grade for that course.

## **X and XW Audit**

A student should indicate the desire to audit a course when registering for the class and cannot change from audit to credit after the drop/add period. Up to the



# Grades and Grade Appeal Process

end of the withdrawal period, a student may change to audit with the permission of the Faculty member. A student who audits a course must adhere to attendance requirements of the course and, if the Faculty member desires, in-class requirements. No grade will be assigned and no credit will be awarded; however, an audit will count as an attempt if such enrollment status is declared after the end of the drop/add period. The transcript will indicate a course was audited by listing an audit grade, but an XW indicating withdrawal may be given the student at the discretion of a Faculty member for failure to adhere to attendance or in-class requirements of the course. A student may take a course previously audited for credit but may not petition for credit on the basis of the previous audit. The cost for auditing a course is the same as taking it for credit. A department may exclude a course from audit status. College preparatory students may not enroll or change their registration status to audit.

## **NC Non-Credit Course**

The NC is assigned automatically for any zero credit hour course. NC is used for continuing education, economic development, lifelong learning, and other classes for which no credit is awarded.

## **NG No Grade Assigned**

The NG is used to indicate that a student has not satisfied the requirements for a non-credit class. It is also used for certain self-paced courses as well as designated Health Sciences and continuing education classes.

## **NR No Grade Reported**

The NR is assigned by the Registrar's Office in cases where class rolls have not been submitted in time for normal processing of grades.

## **S and U Satisfactory and Unsatisfactory**

The S and U grades are used only for those courses that have received prior approval through the curriculum review process to award the Satisfactory/Unsatisfactory grades.

### **Forgiveness**

In accordance with *Florida State Board of Education Administrative Rules*, Chapter 6A-14.0301, a student who has completed a course and desires to improve his/her grade for that course may repeat the course only if he/she has earned a D or F grade. The number of repeat attempts is limited to two per course. Repetition of a course removes the previous grade from the student's record only for the purpose of calculating grade point average. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the degree grade point average. The State's Articulation Agreement does not allow

# Grades and Grade Appeal Process

courses to be repeated for the purpose of changing a student's grade point average after the associate degree has been awarded.

## Withdrawal Under Exceptional Circumstances

When a student is required to withdraw from a course after the official drop period, but prior to the midterm date, because of circumstances determined by the College to be exceptional and beyond the control of the student, a 100 percent refund may be approved by the Provost of the campus, the Downtown Center Administrator, or the Provost of the Center for Health Sciences Education, where the student is enrolled. Such circumstances may include, but are not limited to, serious illness, involuntary call to active military duty, or other emergency circumstances or extraordinary situations.

## Grade Appeal Process

The Grade Appeal Process applies only to final course grades. Any grade received for academic dishonesty will be appealed through the Academic Standards sub-committee on discipline and is not subject to the following appeal process.

## Grounds for Using the Grade Appeal Process

Any appeal of a course grade shall be considered in comparison with the standards in the Faculty member's grading policy. Each Faculty member shall communicate in clear, detailed written form his/her grading policy within the first week of the course. The policy shall be included in the course syllabus. The elements to be considered in calculating the student's grade shall be clearly articulated as to value and all factors to be considered in arriving at the final grade shall be stated. The student's appeal shall be based upon a complaint of inequitable treatment that the student can demonstrate with reasonable evidence. The appeal shall show that the grading policy was misapplied to the student.

**Preliminary Action:** Resolution with the Faculty Member. If a student thinks that he/she has been unfairly graded in a course, the student should meet or communicate no later than the second week of the next term with the Faculty member in an attempt to settle the disputed grade and avoid the formal Grade Appeal Process. If the student is uncomfortable with approaching the Faculty member, the Department Head may arrange the meeting between the student and Either the Faculty member or the student may request the Department Head/Center Administrator or other college official to be present. If the resolution results in a grade change, then the Faculty member shall initiate said change no later than within five working days after the meeting.

Should the Faculty member no longer be in the College's employ and/or be to-

# Grades and Grade Appeal Process

tally out of contact by any means when the student files a grade appeal, then the student may initiate this informal process with the Department Head.

If the student is dissatisfied with the Faculty member's decision, then the student may begin the three-step formal Grade Appeal Process as outlined below. The purpose of this process is to determine whether or not the Faculty member followed the College grading policy as specified in the Catalog, in the *Broward Community College Policy Manual*, in the *Broward Community College Faculty Staff Handbook*, and in the Faculty member's grading policy as transmitted to the student. The process will also take into account other relevant College policies.

At any step, if the student and the Faculty member can resolve the issue, the Appeal Process is concluded. Deviations from the time frames stipulated in the formal Grade Appeal Process must be agreed to by both the student and the Faculty member.

Adjunct faculty may request the assistance of a full-time faculty mentor during the Appeal Process.

**Step 1: Submission of Documents.** The student will obtain a *Grade Appeal Request Package* from the Student Affairs Office or the Department Head/Center Administrator's Office. In the completion of this package, the student must include all issues and arguments and must attach all pertinent forms, paperwork, and evidence that he/she wishes to be considered in the appeal. The student must make the written appeal as soon after receiving his/her final grades as possible, but no later than within three weeks after the start of the next term. The process begins with the student submitting the *Grade Appeal Request Package* to the Faculty member via the Department Head/Center Administrator. In the absence of extraordinary circumstances, failure to complete the *Grade Appeal Request Package* in the designated time period will end the student's right to appeal. Students taking sequential courses will be allowed to enroll for subsequent classes, but students are cautioned that should they lose their appeal, they will be removed from the classes. All appropriate funds will be refunded to them.

**Step 2: Mediation by Department Head.** The Department Head will have five duty days to set a date acceptable to all parties for a mediation session. This mediation session shall be within ten days of the receipt of the *Grade Appeal Request Package* from the student as a result of Step 1.



# Grades and Grade Appeal Process

If the Instructor is also a Department Head, the Dean of Academic Affairs/Center Administrator will designate another Department Head to conduct the mediation. In the case of the Downtown Center, the Center Administrator will ask an appropriate Department Head from one of the campuses to conduct the mediation session.

Following the mediation session, the Department Head will reply in writing to the student as to whether the request is either 'granted' or 'denied.' If the Faculty member has declined to change the recorded grade, the Department Head will convey the Faculty member's rationale to the student in the formal reply. The student will be afforded five duty days to decide if he/she desires to pursue the formal appeal with the Campus/Center Grade Appeals Committee.

**Step 3: A Hearing Before the Campus/Center Grade Appeals Committee.** If the student is dissatisfied with the results of the Department Head's mediation, he/she may notify the Campus Academic Dean/Center Administrator within five duty days of the Department Head's response from Step 2. The Department Head will forward the to the Campus Academic Dean/Center Administrator. The Campus Academic Dean/Campus Administrator will submit the *Grade Appeal Request Package* to the Campus/Center Grade Appeals Committee. For purposes of this policy, the Center for Health Sciences and the Downtown Center will be considered separate campuses.

The membership of the Campus/Center Grade Appeals Committee will be chosen from a resource pool of faculty, advisors, counselors, and students. The pool will be jointly appointed by the Campus Academic Dean/Center Administrator and the Faculty Senate President. The Campus Academic Dean/Center Administrator will convene the Committee, which will be comprised of seven members from the pool, and serve as the Chairperson. Faculty will constitute a majority of the Committee. Only one member may be from the affected department. One member will be a student. The remaining members of the Committee will be representative of a cross-section of academic disciplines and student personnel areas.

The Campus/Center Grade Appeals Committee will meet on an as-needed basis. The Committee will have three weeks from the time the Grade Appeal Request Package is received to hold a meeting. The Chairperson of the Committee will notify all affected parties of a

# Grades and Grade Appeal Process

hearing date no less than five days prior to the hearing and will distribute all necessary documentation.

The Campus/Center Grade Appeals Committee will review the *Grade Appeal Request Package*. It will consider whether or not the Faculty member followed the College grading policy as specified in the Catalog, in the *Broward Community College Policy Manual*, in the *Broward Community College Faculty/Staff Handbook*, and in the course syllabus. In addition, the Committee will consider other relevant College policies.

The student will be advised of the Campus/Center Grade Appeals Committee's decision by the Academic Dean/Center Administrator within five duty days of the hearing. The decision of the Campus/Center Grade Appeals Committee will be final and binding, pending a review of the decision and the documentation by the Vice President for Academic Affairs for completeness and consistency.

If the Vice President for Academic Affairs is satisfied that the decision is appropriate, he/she will transmit the grade change, if any, to the Associate Vice President of Enrollment Management/College Registrar. If the Vice President for Academic Affairs has concerns about the decision, he/she will indicate those concerns in writing to the Campus/Center Grade Appeals Committee and ask the Committee to reconsider its decision. If the reconsideration by the Campus/Center Grade Appeals Committee results in an impasse between the Vice President and the Committee, the Committee may appeal to the President of the College.

## Religious Observances

*The Religious Observance policy assure the right and freedom of religious choice on campus.(4.20)*

Broward Community College values the right and freedom of religious choice by all individuals. Accordingly, the College will seek not to schedule major college events, such as major class assignments, major examinations, and official ceremonies, on major religious holidays whenever practicable. Reasonable alternatives shall be provided for students to carry out their responsibilities as students when their religious observance, practice and belief interfere with admission, registration, class attendance, examinations, class work assignments, and participation in official ceremonies.

## Religious Observances

Students may seek redress when they believe they have been unreasonably denied educational benefits because of their religious beliefs or practices by Community College Policy 6Hx2-4.19, Grades and Grade Appeal Process.

Students shall notify instructors in advance of absences to observe religious holy days in their own faith, and shall be excused from such absences without penalty. However, if non-penalized absences occur on the first day of class, students shall notify their instructors of the reasons for their absences at the next class meeting. Students shall be held responsible for material covered during their absences and shall be granted a reasonable time to make up any work or tests missed for non-penalized absences.

All absences shall be subject to the provisions of Broward Community College Policy 6Hx2-4.18, Class Attendance.

## College Ombudsman

*Broward Community College has designated personnel to serve as ombudsmen to advocate for student issues.*

The campus/center chief student affairs officer shall serve as the campus/center Student Ombudsman, and will serve as an advocate for students' general issues and concerns. The campus/center chief student affairs officer will guide students to appropriate personnel, and provide students with appropriate College policies and procedures.

If a student's issue is related to academic standards of progress, graduation requirements, access to courses, or other academic policies, the campus/center chief student affairs officer will refer the student to the Academic Standards Committee. The Academic Standards Committee makes recommendations to the Vice President for Student Affairs upon reviewing the student's petition and interviewing the student. The Vice President for Student Affairs shall approve or disapprove recommendations from the Academic Standards Committee in his/her role as the College Student Ombudsman.

The College Ombudsman is the Chief Student Affairs Officer for the College, Vice President for Student Affairs, Robert Cabello. The Campus Ombudsman for each campus is the Dean of Student Affairs at each campus, and the Director of Student Affairs at each center. See page 12 in this handbook for names and office numbers.



# Petitioning the Academic Standards Committee

*The college provides students with an Academic Standards Committee, which is empowered to address students' requests for exceptions to academic policies.*

The Academic Standards Committee hears appeals from students on matters related to academic policies such as standards of progress, graduation requirements, and repeating courses. The Committee makes recommendations to the Vice President for Student Affairs. The following procedure shall apply to requests for exceptions to established academic policies:

- 1) The student shall complete the Academic Standards Petition that is available at all student affairs offices. The Petition shall include all pertinent and relevant documentation such as transcripts, letters from the transferring institution, medical documentation. If the petition is a request for admission while on suspension or dismissal from another institution, the student should include a letter of support (if available) to attend Broward Community College from the previously attended institution.
- 2) The campus/center chief student affairs officer or designee must sign the petition and forward it to the College Registrar's office no later than one week prior to the scheduled meeting. Exceptions must be approved through the campus/center chief student affairs officer.
- 3) The dates, places and times of the Academic Standards Committee are published in the College calendar and can be obtained from the campus/center student affairs offices.
- 4) In cases involving entering or re-entering Broward Community College after suspension, the student shall be required to attend the meeting. Students will appear before the Committee in order of sign-in.
- 5) After careful review of the petitions the Committee shall make recommendations to the Vice President for Student Affairs. The Vice President for Student Affairs approves or disapproves the recommendations from the Committee.
- 6) The student shall be notified in writing of the Vice President's decision.

# August 2002

MONDAY

TUESDAY

WEDNESDAY

JULY 2002						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2002						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

5

6

7

12

13

14

19

20

21

Term I, Session I & II  
Classes Begin 8:00AM

26

27

28

Last Day to Drop and Last Day  
for 100% Refund for Session I

**THURSDAY****FRIDAY****SATURDAY/SUNDAY****1****2****3****8****9****10****11****15****16****17**

Session I & II Weekend  
College Classes Begin

Last Day for Drop and Last Day  
for 100% Refund for Session II

**18****22****23****24**

Last Day to Drop for 100%  
Refund for Session I & II  
Weekend College

**25****29****30****31**





August 19 - August 25



*Weekly Notes*

**MONDAY**

AUG 19

**TUESDAY**

AUG 20

**WEDNESDAY**

AUG 21

**THURSDAY**

AUG 22

**FRIDAY**

AUG 23

**SATURDAY**

AUG 24

**SUNDAY**

AUG 25

Get your Student ID Card at your campus Student Life office!



August 26 - September 1



*Weekly Notes*

**MONDAY**

AUG 26

**TUESDAY**

AUG 27

**WEDNESDAY**

AUG 28

**THURSDAY**

AUG 29

**FRIDAY**

AUG 30

**SATURDAY**

AUG 31

**SUNDAY**

SEPT 1

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# September 2002

MONDAY

TUESDAY

WEDNESDAY

AUGUST 2002						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER 2002						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

HOLIDAY (Labor Day)  
No day or evening classes

2

3

4

Session III Classes Begin

9

10

11

Last Day to Drop and Last Day  
for 100% Refund for Session III

HOLIDAY (Fall Holiday)  
No evening classes

16

17

18

Last Day to Withdraw from any  
Session II Class

Last Day to Change from Credit  
to Audit for Session II

23

24

25

30



THURSDAY	FRIDAY	SATURDAY/SUNDAY
		1
		7
5	6	8
	Session III Weekend College Classes Begin	14
12	13	15
Last Day to Drop for 100% Refund for Session III Weekend College  Session II Midterm		21
19	20	22
		28
26	27	29



September 2 - September 8



*Weekly Notes*

**MONDAY**

SEPT 2

---

**TUESDAY**

SEPT 3

---

**WEDNESDAY**

SEPT 4

---

**THURSDAY**

SEPT 5

---

**FRIDAY**

SEPT 6

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**SATURDAY**

SEPT 7

---

**SUNDAY**

SEPT 8

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Get your Student ID Card at your campus Student Life office!



September 9 - September 15



*Weekly Notes*

**MONDAY**

SEPT 9

**TUESDAY**

SEPT 10

**WEDNESDAY**

SEPT 11

**THURSDAY**

SEPT 12

**FRIDAY**

SEPT 13

**SATURDAY**

SEPT 14

**SUNDAY**

SEPT 15

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September 16 - September 22



*Weekly Notes*

**MONDAY**

SEPT 16

**TUESDAY**

SEPT 17

**WEDNESDAY**

SEPT 18

**THURSDAY**

SEPT 19

**FRIDAY**

SEPT 20

**SATURDAY**

SEPT 21

**SUNDAY**

SEPT 22

Register NOW for Session IV Classes!



September 23 - September 29



*Weekly Notes*

**MONDAY**

SEPT 23

**TUESDAY**

SEPT 24

**WEDNESDAY**

SEPT 25

**THURSDAY**

SEPT 26

**FRIDAY**

SEPT 27

**SATURDAY**

SEPT 28

**SUNDAY**

SEPT 29

# October 2002

MONDAY	TUESDAY	WEDNESDAY
30	1	2
7	8	9
		Last Day of Classes for Session II
14	15	16
Last Day to Drop and Last Day for 100% Refund for Session IV	MIDTERM for Session III	
21	22	23
		Last Day to Withdraw from Any Session I & III Class  Last Day to Change from Credit to Audit for Session I
28	29	30



# THURSDAY

# FRIDAY

# SATURDAY/SUNDAY

3

4

5

6

12

10

11

13

MIDTERM for Session I  
Session IV Classes Begin  
Session II Grades due to  
Campus Registration Office

Session IV Weekend College  
Classes Begin

19

17

18

20

Last Day for Drop for 100%  
Refund for  
Session IV Weekend College

26

24

25

27

31

## SEPTEMBER 2002

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## NOVEMBER 2002

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



September 30 - October 6



*Weekly Notes*

**MONDAY**

SEPT 30

**TUESDAY**

OCT 1

**WEDNESDAY**

OCT 2

**THURSDAY**

OCT 3

**FRIDAY**

OCT 4

**SATURDAY**

OCT 5

**SUNDAY**

OCT 6

Register NOW for Session IV Classes!



October 7 - October 13



*Weekly Notes*

**MONDAY**

Oct 7

**TUESDAY**

Oct 8

**WEDNESDAY**

Oct 9

**THURSDAY**

Oct 10

**FRIDAY**

Oct 11

**SATURDAY**

Oct 12

**SUNDAY**

Oct 13





October 14 - October 20



*Weekly Notes*

**MONDAY**

Oct 14

**TUESDAY**

Oct 15

**WEDNESDAY**

Oct 16

**THURSDAY**

Oct 17

**FRIDAY**

Oct 18

**SATURDAY**

Oct 19

**SUNDAY**

Oct 20

**Register NOW for Session IV Classes!**



October 21 - October 27



*Weekly Notes*

**MONDAY**

OCT 21

**TUESDAY**

OCT 22

**WEDNESDAY**

OCT 23

**THURSDAY**

OCT 24

**FRIDAY**

OCT 25

**SATURDAY**

OCT 26

**SUNDAY**

OCT 27

# November 2002

MONDAY

TUESDAY

WEDNESDAY

OCTOBER 2002						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER 2002						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4

5

6

HOLIDAY (Veterans Day)  
No day or evening classes

11

12

13

Last Day to Change from  
Credit to Audit for Session IV

18

19

20

HOLIDAY (Thanksgiving)  
No evening classes

25

26

27



THURSDAY	FRIDAY	SATURDAY/SUNDAY
31	1	2
		3
7	8	9
MIDTERM for Session IV		10
14	15	16
		17
21	22	23
HOLIDAY (Thanksgiving) No day or evening classes	HOLIDAY (Thanksgiving) No day or evening classes	24
		HOLIDAY (Thanksgiving) No day or evening classes
28	29	30



October 28 - November 3



*Weekly Notes*

**MONDAY**

OCT 28

**TUESDAY**

OCT 29

**WEDNESDAY**

OCT 30

**THURSDAY**

OCT 31

**FRIDAY**

NOV 1

**SATURDAY**

NOV 2

**SUNDAY**

NOV 3

Term II Registration Begins November 1st



November 4 - November 10



*Weekly Notes*

**MONDAY**

Nov 4

**TUESDAY**

Nov 5

**WEDNESDAY**

Nov 6

**THURSDAY**

Nov 7

**FRIDAY**

Nov 8

**SATURDAY**

Nov 9

**SUNDAY**

Nov 10

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November 11 - November 17



*Weekly Notes*

**MONDAY**

Nov 11

**TUESDAY**

Nov 12

**WEDNESDAY**

Nov 13

**THURSDAY**

Nov 14

**FRIDAY**

Nov 15

**SATURDAY**

Nov 16

**SUNDAY**

Nov 17

**REGISTER NOW FOR TERM II CLASSES!**



November 18 - November 24



*Weekly Notes*

**MONDAY**

Nov 18

**TUESDAY**

Nov 19

**WEDNESDAY**

Nov 20

**THURSDAY**

Nov 21

**FRIDAY**

Nov 22

**SATURDAY**

Nov 23

**SUNDAY**

Nov 24



November 25 - December 1



*Weekly Notes*

**MONDAY**

Nov 25

**TUESDAY**

Nov 26

**WEDNESDAY**

Nov 27

**THURSDAY**

Nov 28

**FRIDAY**

Nov 29

**SATURDAY**

Nov 30

**SUNDAY**

DEC 1

REGISTER NOW FOR TERM II CLASSES!





# Notes



Lined area for writing notes, featuring horizontal ruling lines.

# December 2002

MONDAY

TUESDAY

WEDNESDAY

NOVEMBER 2002

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JANUARY 2003

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2

Last Day of Classes for  
Session III

9

FINALS WEEK for Session I

Last Day of Classes for  
Session I & IV

16

3

FINALS WEEK for Session I

10

GRADUATION DAY

Session I Grades Due to  
Campus Registration Office by  
3 p.m.

17

4

FINALS WEEK for Session I

Session III Grades Due to  
Campus Registration Office by  
12 Noon

11

Session IV Grades Due to  
Campus Registration Office by  
3 p.m.

18

23

24

25

30

31

THURSDAY

FRIDAY

SATURDAY/SUNDAY

		1
		7
5	6	8
FINALS WEEK for Session I	FINALS WEEK for Session I	FINALS WEEK for Session I
		14
		FINALS WEEK for Session I
12	13	15
		21
19	20	22
		28
26	27	29





December 2 - December 8



*Weekly Notes*

**MONDAY**

DEC 2

**TUESDAY**

DEC 3

**WEDNESDAY**

DEC 4

**THURSDAY**

DEC 5

**FRIDAY**

DEC 6

**SATURDAY**

DEC 7

**SUNDAY**

DEC 8

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December 9 - December 15



*Weekly Notes*

**MONDAY**

DEC 9

**TUESDAY**

DEC 10

**WEDNESDAY**

DEC 11

**THURSDAY**

DEC 12

**FRIDAY**

DEC 13

**SATURDAY**

DEC 14

**SUNDAY**

DEC 15

REGISTER NOW FOR TERM II CLASSES!



December 16 - December 22



*Weekly Notes*

**MONDAY**

DEC 16

**TUESDAY**

DEC 17

**WEDNESDAY**

DEC 18

**THURSDAY**

DEC 19

**FRIDAY**

DEC 20

**SATURDAY**

DEC 21

**SUNDAY**

DEC 22





December 23- December 29



*Weekly Notes*

**MONDAY**

DEC 23

**TUESDAY**

DEC 24

**WEDNESDAY**

DEC 25

**THURSDAY**

DEC 26

**FRIDAY**

DEC 27

**SATURDAY**

DEC 28

**SUNDAY**

DEC 29

Access your grades online! Visit [www.broward.edu](http://www.broward.edu)



December 30 - January 5



*Weekly Notes*

**MONDAY**

DEC 30

**TUESDAY**

DEC 31

**WEDNESDAY**

JAN 1

**THURSDAY**

JAN 2

**FRIDAY**

JAN 3

**SATURDAY**

JAN 4

**SUNDAY**

JAN 5

# January 2003

MONDAY

TUESDAY

WEDNESDAY

DECEMBER 2002

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2003

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

1

Session I & II Classes  
Begin 8:00AM

6

7

8

Last Day to Drop and Last  
Day for 100% Refund for  
Session I

13

14

15

HOLIDAY (MLK, Jr. Birthday)  
No day or evening classes

20

21

22

Session III Classes  
Begin 8:00AM

Last Day to Drop and Last  
Day for 100% Refund for  
Session III

27

28

29

THURSDAY	FRIDAY	SATURDAY/SUNDAY
		4
2	3	5
Last Day to Drop and Last Day for 100% Refund for Session II	Session I & II Weekend College Classes Begin	11
9	10	12
Last Day to Drop for 100% Refund for Session I & II Weekend College		18
16	17	19
		25
23	24	26
	Session III Weekend College Classes Begin	
30	31	





January 6 - January 12



*Weekly Notes*

**MONDAY**

JAN 6

**TUESDAY**

JAN 7

**WEDNESDAY**

JAN 8

**THURSDAY**

JAN 9

**FRIDAY**

JAN 10

**SATURDAY**

JAN 11

**SUNDAY**

JAN 12

**GET INVOLVED!** Stop by your campus Student Life Office today!



January 13 - January 19



*Weekly Notes*

**MONDAY**

JAN 13

**TUESDAY**

JAN 14

**WEDNESDAY**

JAN 15

**THURSDAY**

JAN 16

**FRIDAY**

JAN 17

**SATURDAY**

JAN 18

**SUNDAY**

JAN 19



January 20 - January 26



*Weekly Notes*

**MONDAY**

JAN 20

**TUESDAY**

JAN 21

**WEDNESDAY**

JAN 22

**THURSDAY**

JAN 23

**FRIDAY**

JAN 24

**SATURDAY**

JAN 25

**SUNDAY**

JAN 26

**TAKE ONE MORE CLASS! Session III Classes Begin January 27.**



January 27 - February 2



*Weekly Notes*

<div data-bbox="41 291 306 568"><div data-bbox="41 291 306 351"><b>MONDAY</b></div><div data-bbox="41 351 306 568"><div data-bbox="54 355 91 478">JAN 27</div></div></div>	
<div data-bbox="41 568 306 844"><div data-bbox="41 568 306 627"><b>TUESDAY</b></div><div data-bbox="41 627 306 844"><div data-bbox="54 632 91 755">JAN 28</div></div></div>	
<div data-bbox="41 844 306 1121"><div data-bbox="41 844 306 904"><b>WEDNESDAY</b></div><div data-bbox="41 904 306 1121"><div data-bbox="54 908 91 1032">JAN 29</div></div></div>	
<div data-bbox="41 1121 306 1398"><div data-bbox="41 1121 306 1181"><b>THURSDAY</b></div><div data-bbox="41 1181 306 1398"><div data-bbox="54 1185 91 1308">JAN 30</div></div></div>	
<div data-bbox="41 1398 306 1674"><div data-bbox="41 1398 306 1457"><b>FRIDAY</b></div><div data-bbox="41 1457 306 1674"><div data-bbox="54 1461 91 1585">JAN 31</div></div></div>	
<div data-bbox="41 1674 614 1968"><div data-bbox="41 1674 614 1734"><b>SATURDAY</b></div><div data-bbox="41 1734 614 1968"><div data-bbox="54 1738 91 1862">FEB 1</div></div></div>	<div data-bbox="614 1674 1190 1968"><div data-bbox="614 1674 1190 1734"><b>SUNDAY</b></div><div data-bbox="614 1734 1190 1968"><div data-bbox="627 1738 665 1862">FEB 2</div></div></div>



# February 2003

MONDAY

TUESDAY

WEDNESDAY

JANUARY 2003						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MARCH 2003						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 <sub>30</sub>	24 <sub>31</sub>	25	26	27	28	29

MIDTERM for Session II

3

4

5

10

11

12

17

18

19

24

25

26

THURSDAY	FRIDAY	SATURDAY/SUNDAY
		1
		2
Last Day to Drop for 100% Refund for Weekend College Last Day to Withdraw from Any Session II Class Last Day to Change from Credit to Audit for Session II		8
6	7	9
		15
13	14	16
	Colleague Recognition Day No classes day or evening	22
20	21	23
	Last Day of Classes for Session II	
27	28	



February 3 - February 9



*Weekly Notes*

**MONDAY**

FEB 3

**TUESDAY**

FEB 4

**WEDNESDAY**

FEB 5

**THURSDAY**

FEB 6

**FRIDAY**

FEB 7

**SATURDAY**

FEB 8

**SUNDAY**

FEB 9



February 10 - February 16



*Weekly Notes*

**MONDAY**

FEB 10

**TUESDAY**

FEB 11

**WEDNESDAY**

FEB 12

**THURSDAY**

FEB 13

**FRIDAY**

FEB 14

**SATURDAY**

FEB 15

**SUNDAY**

FEB 16





February 17 - February 23



*Weekly Notes*

**MONDAY**

FEB 17

**TUESDAY**

FEB 18

**WEDNESDAY**

FEB 19

**THURSDAY**

FEB 20

**FRIDAY**

FEB 21

**SATURDAY**

FEB 22

**SUNDAY**

FEB 23

You can make a difference...VOLUNTEER!



February 24 - March 2



*Weekly Notes*

**MONDAY**

FEB 24

**TUESDAY**

FEB 25

**WEDNESDAY**

FEB 26

**THURSDAY**

FEB 27

**FRIDAY**

FEB 28

**SATURDAY**

MAR 1

**SUNDAY**

MAR 2

# March 2003

**MONDAY**

**TUESDAY**

**WEDNESDAY**

FEBRUARY 2003						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

APRIL 2003						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

HOLIDAY (Spring Break)  
Session II Grades Due to  
Campus Registration Office  
(by 3 PM)

**3**

HOLIDAY (Spring Break)

**4**

HOLIDAY (Spring Break)

**5**

Session IV Classes  
Begin 8:00 AM

**10**

MIDTERM for Session I  
Last Day to Drop and Last  
Day for 100% Refund  
for Session IV

**11**

**12**

MIDTERM for Session III

**17**

**18**

**19**

Last Day to Withdraw from Any  
Session III Class

**24**

**31**

**26**

**THURSDAY****FRIDAY****SATURDAY/SUNDAY****1****2**

HOLIDAY (Spring Break)

HOLIDAY (Spring Break)

HOLIDAY (Spring Break)

**8**

HOLIDAY (Spring Break)

**6****7****9**Session IV Weekend College  
Classes Begin**15****13****14****16**Last Day to Withdraw from  
Any Session I ClassLast Day to Change from  
Credit to Audit for Session I**22****20****21****23**Last Day to Drop for 100%  
Refund for Session IV  
Weekend College**29****27****28****30**





March 3 - March 9



*Weekly Notes*

**MONDAY**

MAR 3

**TUESDAY**

MAR 4

**WEDNESDAY**

MAR 5

**THURSDAY**

MAR 6

**FRIDAY**

MAR 7

**SATURDAY**

MAR 8

**SUNDAY**

MAR 9

See your advisor NOW! Summer Registration begins March 17th.



March 10 - March 16



*Weekly Notes*

**MONDAY**

MAR 10

**TUESDAY**

MAR 11

**WEDNESDAY**

MAR 12

**THURSDAY**

MAR 13

**FRIDAY**

MAR 14

**SATURDAY**

MAR 15

**SUNDAY**

MAR 16



March 17 - March 23



*Weekly Notes*

**MONDAY**

MAR 17

**TUESDAY**

MAR 18

**WEDNESDAY**

MAR 19

**THURSDAY**

MAR 20

**FRIDAY**

MAR 21

**SATURDAY**

MAR 22

**SUNDAY**

MAR 23

**REGISTER NOW for Summer Classes!**



March 24 - March 30



*Weekly Notes*

**MONDAY**

MAR 24

**TUESDAY**

MAR 25

**WEDNESDAY**

MAR 26

**THURSDAY**

MAR 27

**FRIDAY**

MAR 28

**SATURDAY**

MAR 29

**SUNDAY**

MAR 30

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# April 2003

MONDAY	TUESDAY	WEDNESDAY
31	1	2
MIDTERM for Session IV		
7	8	9
14	15	16
21	22	23
	FINALS WEEK for Session I  Session III Grades Due to Campus Registration Office(by Noon)	FINALS WEEK for Session I
28	29	30

THURSDAY

FRIDAY

SATURDAY/SUNDAY

		5
3	4	6
	Last Day to Withdraw from Any Session IV Class	
	Last Day to Change from Credit to Audit for Session IV	12
10	11	13
		19
17	18	20
	Last Day of Classes Session III	
		26
24	25	27

MARCH 2003						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29

MAY 2003						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



March 31 - April 6



*Weekly Notes*

**MONDAY**

MAR 31

**TUESDAY**

APR 1

**WEDNESDAY**

APR 2

**THURSDAY**

APR 3

**FRIDAY**

APR 4

**SATURDAY**

APR 5

**SUNDAY**

APR 6

**REGISTER NOW for Summer Classes!**



April 7 - April 13



*Weekly Notes*

**MONDAY**

APR 7

**TUESDAY**

APR 8

**WEDNESDAY**

APR 9

**THURSDAY**

APR 10

**FRIDAY**

APR 11

**SATURDAY**

APR 12

**SUNDAY**

APR 13

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April 14 - April 20



*Weekly Notes*

**MONDAY**

APR 14

**TUESDAY**

APR 15

**WEDNESDAY**

APR 16

**THURSDAY**

APR 17

**FRIDAY**

APR 18

**SATURDAY**

APR 19

**SUNDAY**

APR 20

**REGISTER NOW for Summer Classes!**



April 21 - April 27



*Weekly Notes*

**MONDAY**

APR 21

**TUESDAY**

APR 22

**WEDNESDAY**

APR 23

**THURSDAY**

APR 24

**FRIDAY**

APR 25

**SATURDAY**

APR 26

**SUNDAY**

APR 27

# May 2003

MONDAY

TUESDAY

WEDNESDAY

APRIL 2003						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JUNE 2003						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FINALS WEEK for Session I

FINALS WEEK for Session I

FINALS WEEK for Session I

GRADUATION DAY

Last Day of Classes for  
Session I & IV

Session I, & IV Grades Due to  
Campus Registration Office

5

6

7

12

13

14

19

20

21

26

27

28

THURSDAY

FRIDAY

SATURDAY/SUNDAY

<div>FINALS WEEK for Session I</div> <div>1</div>	<div>FINALS WEEK for Session I</div> <div>2</div>	<div>FINALS WEEK for Session I</div> <div>3</div> <div>FINALS WEEK for Session I</div> <div>4</div>
<div></div> <div>8</div>	<div></div> <div>9</div>	<div></div> <div>10</div> <div></div> <div>11</div>
<div></div> <div>15</div>	<div></div> <div>16</div>	<div></div> <div>17</div> <div></div> <div>18</div>
<div></div> <div>22</div>	<div></div> <div>23</div>	<div></div> <div>24</div> <div></div> <div>25</div>
<div></div> <div>29</div>	<div></div> <div>30</div>	<div></div> <div>31</div> <div></div> <div></div>





April 28 - May 4



*Weekly Notes*

**MONDAY**

APR 28

**TUESDAY**

APR 29

**WEDNESDAY**

APR 30

**THURSDAY**

MAY 1

**FRIDAY**

MAY 2

**SATURDAY**

MAY 3

**SUNDAY**

MAY 4

REGISTER NOW for Summer Classes!



May 5 - May 11



*Weekly Notes*

**MONDAY**

MAY 5

**TUESDAY**

MAY 6

**WEDNESDAY**

MAY 7

**THURSDAY**

MAY 8

**FRIDAY**

MAY 9

**SATURDAY**

MAY 10

**SUNDAY**

MAY 11

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May 12 - May 18



*Weekly Notes*

**MONDAY**

MAY 12

**TUESDAY**

MAY 13

**WEDNESDAY**

MAY 14

**THURSDAY**

MAY 15

**FRIDAY**

MAY 16

**SATURDAY**

MAY 17

**SUNDAY**

MAY 18

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May 19 - May 25



*Weekly Notes*

**MONDAY**

MAY 19

**TUESDAY**

MAY 20

**WEDNESDAY**

MAY 21

**THURSDAY**

MAY 22

**FRIDAY**

MAY 23

**SATURDAY**

MAY 24

**SUNDAY**

MAY 25

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May 26 - June 1



*Weekly Notes*

**MONDAY**

MAY 26

**TUESDAY**

MAY 27

**WEDNESDAY**

MAY 28

**THURSDAY**

MAY 29

**FRIDAY**

MAY 30

**SATURDAY**

MAY 31

**SUNDAY**

JUNE 1

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# June 2003

MON		TUES		WED		THURS		FRI		SAT/SUN																																									
<div><div>MAY 2003</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table></div>				S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
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	23			24		25		26		27	29																																								



# College Calendar 2002-2003

## Term I (20031)- Fall Term

	Session I Aug 21-Dec 16	Session II Aug 21-Oct 16	Session III Sept 9-Dec 9	Session IV Oct 17-Dec 16
<b>REGISTRATION AND ADVISEMENT</b>				
1. Registration (Graduation Candidates)*	Jun 3-Aug 20	Jun 3-Aug 20	Jun 3-Sept 8	Jun 3 Oct 16
2. Registration: Continuing Students	Jun 5-Aug 20	Jun 4-Aug 20	Jun 4-Sept 8	Jun 4-Oct 16
3. Registration: New/Re-Entry Students	Jun 24-Aug 20	Jun 24-Aug 20	Jun 24-Sept 8	Jun 24-Oct 16
4. CLASSES BEGIN 8:00 AM	Aug 21	Aug 21	Sept 9	Oct 17
5. Weekend College Classes Begin**	Aug 23	Aug 23	Sept 13	Oct 18
6. Last Day For Drop and Last Day for 100% Refund***	Aug 27	Aug 23	Sept 11	Oct 21
7. Last Day to Drop for 100% Refund for Weekend College**	Aug 29	Aug 29	Sept 19	Oct 24
<b>HOLIDAY (Labor Day)</b> No classes day or evening				
	Sept 2	Sept 2		
<b>HOLIDAY (Fall Holiday)</b> No evening classes				
	Sept 16	Sept 16	Sept 16	
No classes day or evening	Sept 27	Sept 27	Sept 27	
<b>MIDTERM</b>				
	Oct 17	Sept 19	Oct 22	Nov 14
<b>LAST DAY TO WITHDRAW FROM ANY CLASS</b>				
	Oct 30	Sept 24	Oct 30	Nov 20
<b>LAST DAY TO CHANGE FROM CREDIT TO AUDIT****</b>				
	Oct 30	Sept 24	Nov 9	Nov 26
<b>HOLIDAY (Veterans Day)</b> No classes day or evening				
	Nov 11		Nov 11	Nov 11
<b>HOLIDAY (Thanksgiving)</b> No evening classes				
	Nov 27		Nov 27	Nov 27
No classes day or evening	Nov 28-Dec 1		Nov 28-Dec 1	Nov 28-Dec 1
<b>LAST DAY OF CLASSES</b>				
	Dec 16	Oct 16	Dec 9	Dec 16
<b>FINAL EXAMINATIONS</b>				
	Dec 10-16	Last Class Meeting	Last Class Meeting	Last Class Meeting
<b>GRADUATION</b>				
	Dec 17	Dec 17	Dec 17	Dec 17
<b>GRADES DUE IN THE CAMPUS REGISTRATION OFFICE BY 3:00 PM</b>				
	Dec 17	Oct 17	Dec 11 (by Noon)	Dec 18

\*Special registration for students within 15 hours (or less) of degree completion.

\*\*Weekend College has a separate Calendar on Page 14.

\*\*\*Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

\*\*\*\*Students wishing to change from credit to audit, after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

International Students should refer to Page 16 for additional information regarding Admission Deadlines.

College Offices will be closed from December 19, 2002 through January 1, 2003.

Registration by telephone (PAR) and the Web will be available except December 25, 2001 and January 1, 2002. Registration by telephone (PAR) the web will be available except December 25, 2002, and January 1, 2003.

NOTE: SESSION I: Friday evening, Saturday, and Sunday classes will have final examinations on December 13-15, 2002.

NOTE: Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.



# College Calendar 2002-2003

## Term II (20032) - Winter Term

	Session I Jan 7-May 6	Session II Jan 7-Feb 28	Session III Jan 27-Apr 25	Session IV Mar 10-May 6
<b>REGISTRATION AND ADVISEMENT</b>				
1. Pre-Registration (Graduation Candidates)*	Nov 1-Jan 6	Nov 1-Jan 6	Nov 1-Jan 26	Nov 4-Mar 9
2. Registration: Continuing Students	Nov 2-Jan 7	Nov 2-Jan 7	Nov 2-Feb 6	Nov 2-Mar 7
3. Registration: New/Re-Entry Students	Nov 26-Jan 7	Nov 26-Jan 7	Nov 26-Feb 6	Nov 26-Mar 7
4. CLASSES BEGIN 8:00 AM	Jan 7	Jan 7	Jan 27	Mar 10
5. Weekend College Classes Begin**	Jan 10	Jan 10	Jan 31	Mar 14
6. Last Day for Drop and Last Day for 100% Refund****	Jan 13	Jan 9	Jan 29	Mar 12
7. Last Day to Drop for 100% Refund for Weekend College**	Jan 16	Jan 16	Feb 6	Mar 27
<b>HOLIDAY (Martin L. King, Jr. Birthday)</b> No classes day or evening	Jan 20	Jan 20		
<b>COLLEAGUE RECOGNITION DAY</b> No classes day or evening	Feb 21	Feb 21	Feb 21	
<b>MIDTERM</b>	Mar 12	Feb 3	Mar 17	Apr 7
<b>HOLIDAY (Spring Break)</b>	Mar 3-Mar 9		Mar 3-Mar 9	
<b>LAST DAY TO WITHDRAW FROM ANY CLASS</b>	Mar 21	Feb 6	Mar 24	Apr 11
<b>LAST DAY TO CHANGE FROM CREDIT TO AUDIT****</b>	Mar 21	Feb 6	Mar 24	Apr 11
<b>LAST DAY OF CLASSES</b>	May 6	Feb 28	Apr 25	May 6
<b>FINAL EXAMINATIONS</b> Last Class	Apr 29-May 6	Last Class Meeting	Last Class Meeting	Last Class Meeting
<b>GRADUATION</b>	May 7	May 7	May 7	May 7
<b>GRADES DUE IN THE CAMPUS REGISTRATION OFFICE BY 3:00 PM</b>	May 7	Mar 3	Apr 29 (by Noon)	May 7

\*Special registration for students within 15 hours (or less) of degree completion.

\*\*Weekend College has a separate Calendar on Page 14.

\*\*\*Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

\*\*\*\*Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission.  
This will also count as an attempt in that subject area.

**International Students should refer to Page 16 for additional information regarding Admission Deadlines**

**College Offices will be closed from December 19, 2002 through January 1, 2003.**

**Registration by telephone (PAR) and the Web will be available except December 25, 2002 and January 1, 2003.**

**Session Notes:** Friday evening, Saturday and Sunday classes will have final exams on May 2-4, 2003

**NOTE:** Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.





# College Calendar 2002-2003

## Term III (2003) - Summer Term

	Session I	Session II	Session III
	May 12-Aug 8	May 12-Jun 24	Jun 26-Aug 8
<b>REGISTRATION AND ADVISEMENT</b>			
1. Pre-Registration (Graduation Candidates)*	Mar 17-May 11	Mar 17 May 11	Mar 17-Jun 25
2. Registration: Continuing Students	Mar 18-May 11	Mar 18-May 11	Mar 18-Jun
3. Registration: New/Re-Entry Students	Apr 4-May 11	Apr 4-May 11	Apr 4-Jun 25
4. CLASSES BEGIN 8:00 AM	May 12	May 12	June 26
5. Weekend College Classes Begin**	May 16	May 16	June 27
6. Last Day for Drop and Last Day for 100% Refund****	May 16	May 14	June 30
7. Last Day to Drop for 100% Refund for Weekend College**	May 22	May 22	July 3
<b>SUMMER HOLIDAY</b> No classes day or evening	Jun 25		
<b>HOLIDAY (Independence Day)</b> <b>LAST DAY TO WITHDRAW FROM ANY CLASS</b>	July 4		
	July 7	Jun 6	July 23
<b>LAST DAY TO CHANGE FROM CREDIT TO AUDIT****</b>	July 7	Jun 6	July 23
<b>LAST DAY OF CLASSES</b>	Aug 8	Jun 24	Aug 8
<b>FINAL EXAMINATIONS</b> Last Class Meeting	Last Class Meeting	Last Class Meeting	Last Class Meeting
<b>GRADES DUE IN THE CAMPUS REGISTRATION OFFICE BY 3:00 PM</b>	Aug 11	Jun 25	Aug 11

Alternate Friday classes are divided as follows:

### Session II

Monday and Wednesday classes will meet on May 16, May 30 and June 13, 2003.

Tuesday and Thursday classes will meet on May 23, June 6, and June 20, 2003

### Session III

Monday and Wednesday classes will meet on July 11, July 25, and August 8, 2003

Tuesday and Thursday classes will meet on June 27, July 18 and August 1, 2003.

\*Special registration for students within 15 hours (or less) of degree completion.

\*\*Weekend College has a separate Calendar on Page 14.

\*\*\*Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

\*\*\*\*Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

**International Students should refer to Page 16 for additional information regarding Admission Deadlines**



## This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.



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- **Go to: *www.facts.org***